

# Neighborhood & Community Services

# OPEN HIRE EVENTS

**Saturday, February 25, 10 a.m. – noon**

**Pennino Building - Room 734, 12011 Government Center Parkway, Fairfax, VA 22035**

Apply and interview on the spot for different positions. Qualified applicants may fill positions at other locations. Please bring multiple copies of your resume to the event.

## NCS is hiring for the following positions:

### Community-based Programs and Services\* Activity Facilitator

Recreation Leader II (Part-Time, Non-Merit, up to \$17.00 per hour)

Recreation Leader III (Part-Time, Non-Merit, up to \$19.00 per hour)

**Responsibilities:** Plans, prepares, and leads community center activities. Provides leadership and ensures the safety of all center participants. Assists in marketing of programs and outreach to the community. Work 17 hours a week; must be available to work days, nights and weekend schedules as needed.

**Minimum Qualifications:** Any combination of education and experience equivalent to high school graduation or GED. Experience working with youth, teens, adults, seniors and/or families. Must be 18 years of age; and 21 years of age for positions working with teens.

**Preferred Qualifications:** Previous experience working with community recreational programs serving youth, teens, adults, seniors and/or families. Ability to drive a 14-passenger (non-CDL) bus. Bilingual in English and a second language.

### Therapeutic Recreation Services\*

Therapeutic Recreation Leader, Unit Leader, and Director  
(Part-Time, Non-Merit, salary ranges up to \$21.00 per hour)

**Responsibilities:** Plan and facilitate activities for individuals with varying intellectual and physical disabilities. Provide participant supervision and support. May oversee staff and daily operations of the program. Work nights and weekends.

**Minimum Qualifications:** Must be 18 years of age and a high school graduate. At least 250 hours of experience in recreation or a school setting serving individuals with disabilities. College course work can supplement experience.

**Preferred Qualifications:** CPR/First Aid certification

### School Age Child Care Program\* (SACC)

Day Care Center Teacher 1 (Part-Time, Benefits Eligible, \$19.83 per hour)

**Responsibilities:** Plans, prepares and carries out activities and projects for groups of elementary school-age children enrolled in a before and after-school program. Provides leadership and ensures the safety of the children enrolled in the center. Work mornings, afternoons and evenings, 30 hours per week, Monday thru Friday for 40 weeks.

**Minimum Qualifications:** Any combination of education and experience equivalent to completion of two years of study and training at an accredited four-year college or university with major course work in early childhood or elementary education, nursing, recreation or a related field plus one year of related work experience.

**Preferred Qualifications:** Major course work in early childhood education. Experience working with groups of children. Bilingual ability.

Day Care Center Assistant Teacher (Part-Time, Non-Merit, \$18.07 per hour)


**Responsibilities:** Plans, prepares, and carries out activities and projects for groups of elementary school-age children enrolled in a before and after-school program. Ensures the safety of the children enrolled in the center. Must be available to work 4 days per week including Mondays and Fridays from 2:15 - 6:15 p.m. Morning hours are also available between 7 - 9:30 a.m. Occasional flexible work hours and full days required. Required to travel to various locations within Fairfax County using own transportation.

**Minimum Qualifications:** Reliable and enthusiastic about working with children.

**Preferred Qualifications:** Experience working with school age children in a child care program, camp, recreation, or similar setting.

### \*Necessary Special Requirements:

Appointees to these positions will be required to complete a criminal background check and a check of the Child Protective Services Registry; and as required based on the position, a driver's license check to the satisfaction of the employer.

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