

Job Description Recreation Leader- Youth Center

GENERAL DESCRIPTION:

The Recreation Leader employed by the Sunset Empire Park and Recreation District provides leadership in the form of instruction or supervision in our After-School Adventure Program. The Recreation Leader is responsible for developing and implementing activities that provide social, physical and creative challenges for elementary school-age participants in a safe, positive environment.

SUPERVISION RECEIVED:

This position comes under the direct supervision of a Recreation Coordinator of the Sunset Empire Park and Recreation District or an individual assigned by the Executive Director to supervise the duties of the Recreation Leader. The Recreation Leader is responsible for following and carrying out all of the workplace expectations and policies of the Sunset Empire Park and Recreation District.

SUPERVISION EXERCISED:

In general a Recreational Leader does not supervise other staff members. However, a Recreation Leader may be assigned the responsibility of supervising others of the same classification or volunteers assisting in the organization and implementation of a program or activity.

ESSENTIAL DUTIES:

The essential duties for the Recreation Leader include but are not limited to:

- Lead activities and clubs for elementary school students.
- Supervise participants, grades 1st-5th, in a structured after-school setting.
- Work with staff to ensure safe program implementation.
- Maintain program areas by cleaning up after activities.
- Positively and successfully perform within work team dynamics.
- Maintain attendance records and make required reports.
- Enhance the program or activities via participant solicitation or feedback.
- Make recommendations to the Recreation Coordinator regarding program enhancement and any concerns regarding operations.
- Transport program participants from school sites in District mini-bus
- Other duties as assigned by the Recreation Coordinator or Executive Director.

QUALIFICATIONS:

- Must enjoy working with youth!
- Responsible for courteous and knowledgeable communication with students, parents, and the general public.
- General understanding of youth development and proper disciplinary methods.

Ability to:

- Read, write, and understand English.
- Work effectively with people.
- Organize and plan.
- Pass a pre-employment drug test and random tests thereafter.

EXPERIENCE & TRAINING:

Must be 15 years of age or older.

Previous experience in the instruction, leadership and supervision of children of various ages and abilities, preferred.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Possess current American Red Cross C.P.R. and First Aid certifications or be able to secure during the first six months of employment.

PHYSICAL SKILLS

While performing the duties of this position, the Recreation Leader may be frequently required to sit, stand, reach, walk, run, manipulate objects tools or controls, and communicate. The position may require mobility and the occasional lifting of objects weighing up to 50 pounds. Manual dexterity and coordination may be required to operate such as but not limited to, art tools, play equipment, program equipment, and standard office equipment.