



JOB TITLE: Summer Recreation Leader

WORK HOURS: 18-26 hours/week, May 20- August 3
Includes July 4th
Additional Hours as requested and/or assigned

PAY RANGE: \$10- \$11.25 per hour (commensurate with applicable experience)

ILLUSTRATIVE DUTIES:

Administrative

Maintain accurate program records.
Submit weekly planning schedule of activities on Friday for the next week.
Prepare written evaluations of the programs.

Programming

Plan & conduct a well-rounded program to meet the recreational needs of the children.
Plan a schedule of activities, games, crafts, and special events to provide a fun experience for children in the parks.
Demonstrate, lead and teach activities.
Supervise a group of 10+ children in a park setting.
Assist with the Summer Special Events conducted throughout the season.

Public Relations

Serve as a public relations liaison with the community.
Maintain an atmosphere of cooperation and camaraderie between program participants and staff.
Conduct a litter sweep and safety check at the park first thing each day.

General Duties

Attend all staff training sessions including CPR and 1st Aid Certification.
Insure the safety of all participants by maintaining a safe, clean and controlled area.
Enforce all park rules and regulations.
By setting an example, encourage proper use of parks and park equipment. Be responsible for all park equipment issued to you.
Perform basic first aid as necessary.
Other duties as assigned.

QUALIFICATIONS:

Proven experience with children's programs.
Exceptional skills in organization and communication.
Reliable transportation.