



Now Hiring Recreation Leader for the 2017 Summer Season

POSITION: Recreation Leader/Sport Facility Worker – Seasonal Temporary

DEPARTMENT: Recreation

ACCOUNTABLE TO: Recreation Manager

Salary: \$9.00-\$11.00 Hourly

Work Hours: up to 24 hours per week; shifts vary and include weekend, evening and some holidays.

The primary function of this position is to supervise organized recreation activities at an assigned playground, park, or Civic Center following general instructions from a supervisor. As well as perform all aspects of preparation and clean-up of Civic Center for daily play on gym floor and other facilities as assigned; provide the public with information and assistance pertaining to facility use; enforce facility rules; promote safety by monitoring activity at assigned facility.

Minimum Qualifications

- Experience working with school age children preferred
- Availability Afternoons/Nights and Weekends

Essential Duties

Recreation Leader Duties:

- Provide a fun, safe, recreational and social environment for children of all ages while maintaining positive relationships with parents and guardians.
- Participate in daily activities with structured curriculum for children and a broad range of activities including arts and crafts, skating, indoor and outdoor play, playground play, active games and field trips.
- Supervise children at all times during indoor and outdoor play; maintain discipline and enforce rules governing the youth programs and individual locations; enforce safety procedures; administer first aid as required; assist children with personal needs when necessary.
- Complete written accident reports, incident reports and attendance reports; address any concerns from parents and escalate to a Recreation Manager when necessary.
- Report City facility or park maintenance or risk issues to Recreation Manager.
- Perform the general set-up and clean-up for daily activities.
- Perform related duties and responsibilities as required and other duties which may be assigned.

Sport Facility Worker Duties:

- Provide the public with information pertaining to facility use; respond to citizen inquires; establish cooperative relationships with facility users; provide assistance.
- Promote safety and the proper use of facilities in compliance with City ordinances and facility rules and procedures; maintain order, prevent altercations; provide warnings and notify law enforcement

when dealing with a potentially dangerous or emergency situation; process paperwork such as accident and incident reports.

- Enforces standards for cleanliness and sanitation; respond to reports of minor maintenance needs; report vandalism and property repair to supervisory staff.
- Perform related duties and responsibilities as required and other duties which may be assigned.

Education and Experience:

- Experience with school aged children preferred
- Experience involving public contact or work in a park or recreation program preferred.

Knowledge of:

- Knowledge of age appropriate recreation activities and sports rules/regulations.
- Basic first aid and CPR methods and techniques.
- A variety of athletic activities and roller skating.
- Safe work methods and safety regulations pertaining to the work.
- Reading, writing, basic math and verbal communications skills.

Ability to:

- Communicate clearly with parents any issues or concerns.
- Respond to requests and inquiries from employees, parents, guardians and the general public.
- Understand and follow oral and written instructions.
- Make sound decisions and use good judgment.
- Use patience and care when dealing with young children.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and handle difficult situations with limited supervision.
- Prepare a facility for play, often during late hours, without assistance.
- Learn, interpret and apply rules, ordinances and departmental policies and procedures.
- Prepare factual and grammatically correct written reports.
- Recognize potentially hazardous situations.

Physical Demands

- Must be able to perform sustained heavy physical labor and to lift and carry up to 60 pounds
- Must be able to work extended periods on your feet and capable of extensive walking within assigned area.

Supplemental Information

- Must pass a detailed background investigation and drug test.
- Must be willing to work evenings and weekends.
- Supervision Exercised: None
- This position reports to the Recreation Manager