



Detailed Job Description

RECREATION PROGRAM LEADER

JOB TITLE Recreation Program Leader		SUPERVISOR RESPONSIBILITY Recreation Program Worker	DIVISION/DEPARTMENT Recreation
LOCATION Pittsburg, KS 66762		<input checked="" type="checkbox"/> Regular Par-time: Up to <u>40</u> Hours	DATE WRITTEN 4/30/2018
REPORTS TO Operations Manager	SALARY \$8.12 to \$11.67 per hour		EXPERIENCE High School Diploma or GED preferred. Experience working with school-age children required. Must meet licensing requirements. CPR/First Aid certification preferred.
OVERTIME EXPECTATIONS N/A	OVERTIME PAY/TRAVEL REQUIREMENTS N/A		BENEFITS Per Employee Manual
JOB OBJECTIVE Under immediate to general supervision, performs routine work of moderate difficulty in supervising use of recreation equipment and facilities; planning, supervising and leading children's activities. Must be organized, reliable, give direction to other staff members and must be good with children ages 5-12. Hours of work are 7:00 am to 5:45 pm, M-F. Must be at least 18 years of age to apply.			
ESSENTIAL FUNCTIONS Under the direction of the Operations Manager, organize, plan and purchase supplies for children 6-12 years old attending a 10 week camp program. Lead and teach games, arts and crafts, sports, and outdoor activities. Interact with camper's parents, along with keeping files and requirements for the state license. Schedule all Recreation Camp workers hours for camp. Perform related work as required.			
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED Good knowledge of recreational activities, knowledge of working with children in a group situation. Ability to establish a good rapport with children and still maintain discipline. Ability to maintain a good working relationship with other employees. Ability to work in indoor and outdoor settings. Ability to perform job duties in hot, humid, or windy conditions caused by the weather. Valid Driver's License.			
WORK REQUIREMENTS: Provide Supervision and direction to the children assigned to the camp. Supervise group activities during all hours that children are present. Provide supervision and direction to the Recreation Program worker.			
PHYSICAL DEMANDS: <i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>			