



## JOB DESCRIPTION

### RECREATION PROGRAM LEADER – SUMMER CAMP

<b>Department:</b>	Parks and Recreation	<b>Classification/FLSA:</b>	Part Time, Non- Exempt
<b>Location:</b>	Lincoln Center	<b>Reports To:</b>	Recreation Program Manager
<b>Supervises:</b>	Recreation Program Worker	<b>Salary Range:</b>	\$10.07 - \$16.35
<b>Benefits:</b>	Per City Handbook	<b>Travel:</b>	As needed

**Date Written/Revised:** 2/06/2020

#### POSITION SUMMARY

Under the direction of the Recreation Program Manager, 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.

#### DUTIES AND RESPONSIBILITIES

- Organize, plan and purchase supplies for children 5-12 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.

#### POSITION COMPETENCIES

- 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.

#### EDUCATION

- High School Diploma or GED preferred. Experience working with school-age children required. Must meet licensing requirements. CPR/First Aid certification preferred.

**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.
- CPR Certification is a requirement prior to first day of job.

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