

Job description

Position Title: Recreation Leader 2

Supervisor's Title: Recreation Specialist; Recreation Coordinator

FLSA Status: Non-exempt

Positions Supervised: N/A

Classification: Part Time (20-40 hours a week)

Benefits: PenMet Parks offers paid staff training and orientation and a discount on most Park District classes while employed for employees and dependents.

Rate of Pay: 10-step salary scale, hiring \$16.61 - \$18.76/hr step 5. Starting wage DOE.

Temporary Summer Increased Rate of Pay: June 16th-August 31st: +\$2.68/hr to regular wage.

PURPOSE OF POSITION:

Provide excellent customer service to all program patrons by exemplifying a positive attitude and exceeding the needs of patrons. Assist with the organization, planning, and implementation of a variety of recreation activities in various seasonal programs as assigned under the supervision of the Recreation Coordinator. Work hours will vary, up to 79 hours per month.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES/DUTIES:

Administer recreational programs including but not limited to; special events, senior programs, adaptive recreation, instructional classes, youth activities, youth camps, adult or youth sports, and teen programming.

- Assist the Recreation Coordinator with the planning, coordination and supervision of recreational programs, camps, after-school programs, and events.
- Act in a leadership role over an assigned program in the absence of the Recreation Coordinator. Assist with the supervision of volunteers, staff, and program participants and exercise the necessary supervision of personnel to meet the needs of the activity, event, or program.
- Communicate feedback between participants and program supervisor.
- Prepare documents such as letters, program evaluation forms, memos, accident reports, and rosters.
- Utilize software system to process program registrations and update client accounts.

- Attend meetings and trainings as assigned.
- Be actively involved with program participants and engage in activities at all times.
- Perform facility opening and closing responsibilities.
- Perform minor custodial duties as needed.
- Assist with other recreation programs as requested.
- Perform related duties, as assigned.

QUALIFICATIONS:

- Successful completion of pre-employment background check.
- Successful completion of pre-employment reference check.
- Valid State Driver's License with proof of satisfactory driving record.
- CPR, First AID, and AED Certification within the last year.
- 18+ Years of age.

REQUIRED EDUCATION/EXPERIENCE:

- High School Education or comparable experience

PROFESSIONAL LICENSES/CERTIFICATIONS:

- Certification in CPR, First Aid, blood borne pathogens, and AED (or obtained within 90 days of hire).

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of recreation programs, services, and appropriate activities for youth; strong interest in working with youth.
- Interact effectively and professionally with a wide variety of program participants, community members, and co-workers.
- Must be creative, energetic, and patient.
- Knowledge of basic needs and safety concerns associated with the care of children. Experience, education, and/or training that would provide the required knowledge and abilities to meet the needs of the program.
- Interpret and apply policies and procedures to maintain a safe working environment. Ability to communicate clearly, both verbally and in writing.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Work is performed in an office environment, recreation facilities, and outdoors at park locations.
- This position may work an irregular schedule that includes some evenings and weekends as dictated by District programs and special events.

- May have contact with adverse weather conditions, noise, dust, poor air quality, pollen, and insects.
- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and or up to 10 pounds of force constantly to move objects
- Position is subject to environmental conditions. Activities occur inside and outside. Position is subject to noise, and/or vibration

PenMet Parks is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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