

CHILDREN'S PROGRAM LEADER PART-TIME POSITION

DEFINITION:

The employee is under the supervision and direction of the Recreation Programmer; to assist in the planning, initiation, organization and operation of the Children's drop-in activity program. The employee will perform other duties and tasks as may be required to accomplish the essential functions of the position as set out herein.

This is a part-time position (20-28 hours per week) with an hourly rate of \$10.00.

ESSENTIAL FUNCTIONS OF THE JOB:

- Inventory and regulate use of equipment and supplies.
- Enforce facility rules, regulations and policies as established by the Department.
- Assist with daily maintenance, site preparation and upkeep of assigned Day Camp site, equipment and supplies.
- Keep daily /weekly records on attendance, accident/injury, disciplinary action, etc.
- Instruct activities: i.e. arts and crafts.
- Plan, organize, supervise, and conduct daily activities and programs and projects. Have new and innovative ideas for programming.
- Prepare and submit a written evaluation of the Drop-in program in relation to activities, staff, facilities, equipment, publicity, supplies, and constructive feedback for improvement at the end of each week.
- Do related duties and/or assignments as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of recreational programming and activities and the ability to plan, coordinate, and direct those activities.
- Possess the ability to work with, direct, and relate to children in a leadership capacity.
- Qualified leader would possess qualities of patience, dedication, leadership and creativity.
- Demonstrate strong customer service skills, and establish, maintain, and foster positive and effective working relationships.

PHYSICAL REQUIREMENTS:

Must possess: mobility to perform medium physical work; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. The classification supports indoor and outdoor programs requiring frequent walking, running, conducting exercise's and related physical activities. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, calculator or tools and equipment used in assigned

program area. Program activities may require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties; the ability to lift, carry and push tools, equipment and supplies weighing up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

QUALIFICATIONS:

- Must be 16 years of age or older to apply for this position.
- Person must be competent in organizing and conducting children’s programs and activities; and have a working knowledge of activities, crafts, sports, games, and basic first aid.
- Training and/or experience in the fields of education, arts, recreation, sports or children’s programming is preferred.
- Must pass a background check, physical and drug screen.
- Valid TN Driver Licenses
- Certification in First Aid, CPR, and AED training preferred

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Children’s Program Leader (PT) for the City of Shelbyville Parks & Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Signature

Date