



CHILDREN'S PROGRAM LEADER-B&A

Position:	Children's Program Leader-B&A
Department:	Children's Programs
Reports to:	Recreation Supervisor-Children's Programs
Location:	Various locations throughout the District
Status:	Part-Time 2 (< 20 hours per week) & Part-Time 1 (20-29 hours per week)
Hourly Wage:	\$13.00-\$16.15 hourly

Nature of Work

Under the direction of the Recreation Supervisor-Children's Programs and Children's Program Director, the Children's Program Leader is responsible for teaching and supervising participants in the child care programs offered by the District.

Essential Functions

- Develops strong relationships with patron families through effective communication and daily interactions.
- Plans and implements the program.
- Supervises and facilitates daily activities and aid in the instruction of specialized activities such as swimming, tennis, archery, sailing, canoeing, and arts & crafts.
- Assists bus driver by supervising participants in transporting participants on field trips.
- Monitors participants by taking name count, and number count on a regular basis, and assigning buddies on all field trips including swimming.
- Supervises participants at all times.
- Report accidents and injuries that occur in programs. Provide first aid as needed.
- Set up and clean up activity area and vans as needed.
- Report absenteeism to supervisor, and arrange for substitutions.
- Attend orientation, scheduled staff meetings, and trainings.
- Communicates daily with parents in a positive manner regarding participant's activities.
- Interact individually or in groups with the participants in order to help them engage in creative/educational play.
- Report any problem situations to the supervisor.
- Dress appropriately for activities.
- Must possess a highly defined focus towards both internal and external guest service.
- Assist in maintaining a safe and healthy environment.
- Assist in keeping accurate records of information regarding the parents and the participants.
- Other duties as assigned.

Management & Supervisory Duties

- Supervision of children.

Illustrative Examples of Duties

- Assists with cleaning areas and equipment. Participate in trainings and staff meetings.
- Lead participants in activities.
- Assist with planning activities.
- Assist with communication with parents.

Skills



- Excellent problem solving skills.
- Basic math/accounting skills.
- Basic Macintosh terminal and MS Office Suite skills.
- Excellent customer service skills.
- Verbal and written communication skills.
- Effective organizational, time management and multi-tasking skills.
- Must be highly motivated, organized, and creative.

Knowledge

- Thorough knowledge of modern principles, methods, practices and equipment relating to the functional areas of responsibility.
- Knowledge of instruction methods with participants.
- Knowledge of needs and age appropriate activities for participants.
- Knowledge of the policies and procedures of the District and state licensing.

Abilities

- Ability to work in a "structured chaos" environment.
- Ability to demonstrate and lead activities.
- Ability to establish and maintain effective working relationships with other employees, civic organizations, community agencies, parents and the general public.
- Ability to multi-task, be flexible, cooperative, and focused.
- Ability to problem solve.
- Demonstrated responsiveness and sensitivity to the needs of children, and parents.

Required Training, Experience & Qualifications

- Must be at least 18 years of age.
- Must be Preschool Leader or School Aged Leader Qualified.
- Must demonstrate ability to work with children, dependability and a promotion of professional development and teamwork; must also be committed to the success of the children and their families.
- Current CPR, First Aid Certifications, and Universal Precautions.
- Must have at least 480 hours of experience working with "like" participants.
- May be required to get medical administration.
- Medical records which verify employee is free from emotional, mental, or physical illness and free from evidence of personal conduct detrimental to the health, safety or well-being of children and youth, self or District.
- Complete state licensing requirements and annual training.

*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

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