

JOB DESCRIPTION
Essex County, VA

Job Title	Recreation Program Leader
Department	Parks & Recreation
Category	Part-Time/Seasonal
FSLA	Non- Exempt
Pay Grade	
Report to:	Director of Parks and Recreation or Assistant Director of Parks & Recreation
Supervises:	Oversees Program Assistants

JOB SUMMARY/PURPOSE

This position performs work conducting recreational After-School program at school facilities under the direction of the Assistant Director of Parks and Recreation or Director of Parks & Recreation and requires working varied hours based on the After-School Schedule and Recreation Program Games/Events. The position plans the daily activities for the children and supervises the program assistants to insure a safe and fun program. The Program Leader is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists in planning and coordination of the Recreation After-School Programs and Recreation Program Games/Events with the Director and Assistant Director of Parks & Recreation; recommends new programs to meet the community needs;
- Supervises, manages and implements the daily activities and programs at the recreation After-School programs and Recreation Program Games/Events;
- Provides oversight of the Program Assistants and makes sure they are trained and prepared for the daily activities;
- Supervises attendants to ensure they are safe and participating in programs;
- Oversees the issuance, use and care of recreation supplies and equipment; maintains inventories of supplies used;
- Interacts with parents or guardians to inform them about their Children's participation, activities and behavior;
- Recommends discipline of attendants and Program Assistants;
- Sets up and dismantles program materials and sports equipment, make sure school property is clean;
- Works with school and county staff as needed to ensure proper activity space and use of property;
- Accepts program fees and collects other payments as needed;
- Compiles and maintains program reports; Reports problems to supervisor;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;

- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with parks and recreation trends and maintains CPR and First Aid certification;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- High school diploma and one year of experience working with school children or recreational programs or summer camp programs or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job. Teacher experience preferred

Licenses or Certificates:

- Must possess a valid Virginia driver's license and have a good driving record that meets Essex County's criteria
- CPR and First Aid certifications within 3 months of hire

Knowledge, Skills and Abilities:

- Some knowledge of the proper principles and practices of recreation programs, and supervision;
- Some knowledge of program planning and evaluation;
- Some knowledge of maintenance/use/care of facilities and equipment;
- Ability to organize programs and children;
- Ability to supervise activities, children and staff;
- Ability to maintain records of participation, supplies used, and money collected;
- Ability to make minor decisions in accordance to regulations and established practices;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills;
- Ability to establish and maintain courteous and effective working relationships with employees, coworkers, program participants and parents;
- Ability to learn County and Departmental policies, procedures, rules, and regulations;
- Ability to work harmoniously with other employees and the general public in an effective and courteous manner;
- Ability to follow oral and written instructions;
- Ability to maintain confidentiality about children.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – sports equipment, phones,			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel -arts & crafts			X	
Climbing or balancing - stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-extreme heat working near wet conditions at the pool		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds -Lifting /Children			X	
Up to 75 pounds – Lifting Children		X		
Up to 100 pounds	X			
Over 100 pounds -	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).