



Recreation Leader - Day Camp

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NE-2
Bargaining Unit:	AFSCME Council 2	FLSA Status:	Non-Exempt Recreation
Revised Date:	1/26/22	Reports To:	Coordinator

POSITION PURPOSE: Under general supervision, this position is responsible for providing the planning, organization, and implementation of effective, healthy, and safe school-aged youth recreation and instruction programs to include, but not limited to, , in a classroom-like environment, and other day camp recreation activities. Candidate should have strong organizational, leadership and communication skills with a commitment to providing quality recreation and instruction activities to each and every youth participant.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible for the daily work management of the Recreation Leader – General job classification.
- Facilitate classroom-like operations
- Provide leadership and effective problem-solving skills
- Lead youth recreation programs and provide academic enrichment support
- Monitor and maintain cleanliness of facility to include following COVID safety procedures such as frequent wiping of high touch surfaces
- Monitor and implement current COVID health and safety guidelines such as health screening, temperature taking and enforcing mask requirements
- Monitor the safety of children and supervised Recreation Assistant(s)
- Handle minor emergent situations that may arise as per city policy
- Complete reports and file paperwork as needed.
- Communicate with participants and guardians in a manner that favorably represents the City of Edmonds.

May be tasked with performing related duties as required. Related duties are duties that may not be specifically listed in the position description, but are within the general occupational series and responsibility level typically associated with the employee’s classification of work.

Required Knowledge of:

- Knowledge of and ability to administer CPR, AED, and First Aid
- Knowledge of and ability to use leadership and supervisory methods to motivate staff
- Knowledge of and ability to positively influence, engage, and motivate youth

Required Skill in:

- Communicate effectively orally and in writing
- Consistently provide quality customer service

JOB DESCRIPTION

Recreation Leader - Day Camp

- Learn and apply new skills
- Solve problems effectively and efficiently
- Planning and preparation of age-appropriate activities for youth
- Remaining calm in an environment that is sometimes stressful, with distractions and interruptions
- Ability to shift priorities rapidly

MINIMUM QUALIFICATIONS:

Education and Experience:

- Must be 21 years of age or older
- High school diploma
- One year of experience leading or teaching school-aged youth programs such as day camp or day care.
- One year of college coursework in Recreation, Education, and/or related field.
- Any equivalent combination of education, training, experience, knowledge, and abilities which would allow individual to perform the duties of the position will be considered

Preferred Qualifications:

- Completion of thirty or more college quarter credits or combination of one-third clock hours and two-thirds college credits in early childhood education/child development, elementary education, social work, or another child-related field.

Required Licenses or Certifications:

- Current CPR and First Aid or ability to obtain by start date
- Must be able to successfully complete and pass a pre-employment background check

WORKING CONDITIONS:

Environment:

- Indoor and outdoor environment
- Classroom environment
- Constant interruptions
- Sometimes loud/noisy
- This position will generally work a regular Monday through Friday 8 am -5 pm schedule, however this schedule may change as necessary to meet the needs of the program and the incumbent must be able to work alternative schedules as necessary.

Physical Abilities:

- Required to wear a face covering (mask) at all times
- Sit or stand for extended periods of time
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus in order to maintain surveillance of participants and employees
- Stoop, kneel, twist, bend, crouch or crawl
- Walk up and down stairs
- Use hands and fingers to handle or feel objects or equipment
- Lift, move and handle minimum of 50 pounds
- Move over rough ground, including outdoor playground

Hazards:

- Potential contact with sick children

JOB DESCRIPTION

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Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____