



Si View Metropolitan Park District

P.O. Box 346
North Bend, WA 98045

Phone: 425-831-1900
E-Mail: info@siviewpark.org

POSITION ANNOUNCEMENT

Position: Temporary – P/T Recreation Lead Supervisor
Summer Day Camp Director

Salary: \$11.27 – 13.07 per hour DOQ
Position will not exceed 1040 hours in a calendar year.

Opening Date: February 22nd, 2010

Closing Date: March 31st or Open until filled.
Faxed and e-mailed applications are not accepted.

NATURE OF WORK:

Under the direction of the Recreation Coordinator; assists with the direct leadership and coordination of the summer day camp program. The employee is responsible for the planning, coordinating and supervision of a wide array of summer camp activities. Other duties include assisting with the supervision of camp staff, preparation of handouts and marketing materials, and maintaining daily records and reports. The work requires excellent communication and customer service skills due to considerable public contact.

ESSENTIAL FUNCTIONS:

Provides direct leadership and supervision for the youth summer camp program; safeguards program staff and participants and provides for a clean and safe working environment; fills in with direct program leadership in the event assigned staff is unavailable; completes and maintains proper forms, reports and information for recreation staff; enforces facility, equipment, and program rules and regulations, takes appropriate disciplinary action when necessary; assists staff with planning, scheduling and organizing summer camp programs, events and activities; and other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of (position requirements at entry): (A) Possess a High School Diploma; (B) Minimum of 18 years old; (C) Minimum of two years in a similar work environment of which at least 6 months was in a supervisory role; (D) Ability to plan, lead and supervise activities for youth programs; (E) Ability to work with minimum or no supervision; (F) Working knowledge of hazards and safety practices; (G) Ability to establish and maintain positive and effective working relationships with program staff, participants, volunteers, parents and the general public; and (H) Physical ability sufficient to perform the essential functions of the position.

Skill in (position requirements at entry): (A) Using computers and related software including word processing applications; (B) Communicating both orally and in writing, sufficient to exchange or convey information and to receive work direction; (C) Interpreting and applying departmental and program policies and procedures; (D) Planning, organizing and scheduling recreation activities.

EDUCATION AND TRAINING

High School Diploma or GED, college level course work in recreation and/or education preferred, and two years of related experience in a similar work environment of which at least 6 months was in a supervisory role; or any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

LICENSES, CERTIFICATES AND REGISTRATION:

Valid Washington State driver's license with driving record free from serious or frequent violations and Adult, Child and Infant First Aid and CPR Certification required within one-week of employment.

WORK ENVIRONMENT:

Work is performed primarily in an active setting at a Community Center and will involve standing for moderate periods of time, reaching, kneeling and squatting. Work will involve moderate to loud noise levels and constant disruptions. Work is performed both indoors and outdoors regardless of weather conditions.

AN EQUAL OPPORTUNITY EMPLOYER

The Si View Metropolitan Park District is an equal opportunity employer. It is the District's policy to seek and employ the best qualified personnel and to provide equal opportunity for the hiring and advancement of employees, and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, age, gender, sexual orientation, marital status, national origin or disability.

The District provides reasonable accommodations to persons with disabilities. Contact the District to discuss reasonable accommodations that may be necessary. Phone: (425) 831-1900.

The statements contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Job No:

ORIGINATION DATE: February 2010