



Si View Metropolitan Park District

P.O. Box 346
North Bend, WA 98045

Phone: 425-831-1900
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POSITION ANNOUNCEMENT

- Position:** Temporary – P/T Recreation Leader Supervisor – After School Program
- Salary:** \$11.27 – 13.07 per hour DOQ
Position will not exceed 1040 hours in a calendar year.
- Opening Date:** September 5, 2008
- Closing Date:** 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 program leadership of the After School Program.

ESSENTIAL FUNCTIONS:

Provides leadership and supervision for the youth programs; safeguards program 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 and reports; enforces facility, equipment, and program rules and regulations, takes appropriate disciplinary action when necessary; plans, schedules and organizes after school programs, events and activities; and other duties as assigned. The primary function of this position is to supervise and coordinate activities for a group of 10-25 preschool, school age youth, and/or teens.

MINIMUM QUALIFICATIONS

Knowledge of (position requirements at entry): (A) Minimum of 18 years old; (B) Ability to plan and lead activities for youth programs; (C) Ability to work with minimum supervision; (D) Working knowledge of hazards and safety practices; (E) Ability to establish and maintain positive and effective working relationships with coworkers, participants, volunteers, parents and the general public; and (F) Physical ability sufficient to perform the essential functions of the position.

Skill in (position requirements at entry): (A) Communicating both orally and in writing, sufficient to exchange or convey information and to receive work direction; (B) Interpreting and applying departmental and program policies and procedures; (C) Planning, organizing and scheduling recreation activities

LICENSES, CERTIFICATES AND REGISTRATION:

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 District to discuss reasonable accommodations that may be necessary. Phone: (425) 831-1900.

The statements contained herein reflects 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.

ORIGINATION DATE: September 2008