



Si View Metropolitan Park District

P.O. Box 346
North Bend, WA 98045

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POSITION ANNOUNCEMENT

Position:	P/T Recreation Lead Supervisor – Youth Programs
Salary:	\$14.45-\$17.77 per hour DOQ
Opening Date:	July 22, 2019
Closing Date:	Open until filled.
Application:	www.siviewpark.org/careers.html

NATURE OF WORK:

Under the direction of the Recreation Coordinator, this position provides direct program leadership for Si View's After School Program at Si View Community Center serving youth entering grades K-5.

ESSENTIAL FUNCTIONS:

The primary function of this position is to plan, supervise and coordinate after school program activities for youth. Applicants should have a strong interest in working with children and a strong knowledge of age appropriate games, sports, arts & crafts and other recreation activities.

Duties include:

- Leads specific programs under the direction of the Recreation Coordinator;
- Provides leadership and supervision of staff and activities;
- Safeguards program participants and provides for a clean and safe working environment;
- Prepares and implements instructional objectives and lesson plans;
- Prepares schedule of daily activities;
- Inventories and orders necessary program supplies;
- Enforces facility, equipment, and program rules and regulations;
- Provides transportation driving a twelve passenger van;
- Actively engages in activities while maintaining order and discipline;
- Leads participants on group outings and field trips;
- Reports participant behavior to parents and legal guardians;
- Reports injuries and accidents with proper forms and reports;
- Provides light janitorial services;
- Participates as part of the youth recreation team;
- Other duties as assigned by Recreation Coordinator.

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; and (E) Ability to establish and maintain positive and effective working relationships with coworkers, participants, volunteers, parents and the general public.

Skills (position requirements at entry): (A) Planning, organizing and supervising recreation activities for youth; (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; and (D) Physical ability sufficient to perform the essential functions of the position.

EDUCATION AND TRAINING

High school diploma or GED and three years of recreation or youth education related work experience preferred; or an 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 thirty days of employment.

WORK ENVIRONMENT:

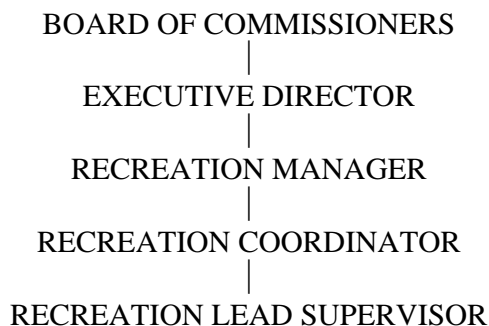
Work is performed primarily in an active setting at a Community Center or other designated program location and will involve standing for moderate periods of time, reaching, kneeling and squatting. Work requires active participation in program activities, requiring varying degrees of physical exertion. 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.

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.

ORGANIZATIONAL RELATIONSHIP:



ORIGINATION DATE: July 22, 2019