



## Si View Metropolitan Park District

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P.O. Box 346  
North Bend, WA 98045

Phone: 425-831-1900  
E-Mail: [sloos@siviewpark.org](mailto:sloos@siviewpark.org)

### POSITION ANNOUNCEMENT

<b>Position:</b>	P/T Seasonal – Recreation Leader III – Youth Programs
<b>Salary:</b>	\$17.00-\$20.91 per hour DOQ Up to 20 hours/week
<b>Opening Date:</b>	August 11, 2022
<b>Closing Date:</b>	Open until filled
<b>Application:</b>	<a href="http://www.siviewpark.org/careers.html">www.siviewpark.org/careers.html</a>

### **NATURE OF WORK:**

Under the direction of the Recreation Coordinator, this position provides direct program leadership for the Si View Before & After School Program serving youth entering grades K-5.

### **ESSENTIAL FUNCTIONS:**

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

### Duties include:

- Provides leadership and supervision of activities;
- Safeguards program participants and provides for a clean and safe working environment;
- Prepares instructional objectives and lesson plans;
- Provides transportation driving a twelve passenger van;
- Prepares schedule of daily activities;
- Enforces facility, equipment, and program rules and regulations;
- Actively participates 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) 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) Assisting with supervising and organizing recreation activities; and (D) Physical ability sufficient to perform the essential functions of the position.

**EDUCATION AND TRAINING**

High school diploma or GED and two years of recreation or youth 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:**

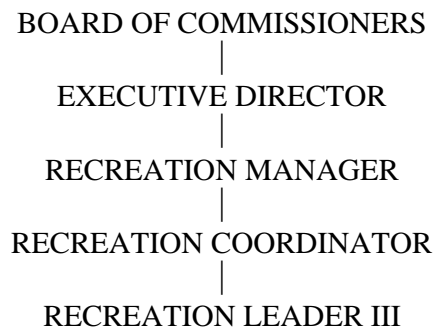
Work is performed primarily in an active setting at a Community Center or other designated camp location and will involve standing for moderate periods of time, reaching, kneeling and squatting. Work requires active participation in program activities, requiring varying degrees of physical exertion.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



**ORINATION DATE:** August 11, 2022