

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Recreation Programs Leader
Reports to: Recreation Program Manager
Position Status: Non PERS eligible Part Time Level 4

JOB SUMMARY

The Recreation Programs Leader is ultimately responsible for class instruction, program safety, decision making in the field, supervision of staff and participants, and ensuring all equipment, supplies, and participants are ready for the program.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Lead participant lessons, provide group direction, maintain safety, and supervise activities.
- Plan, implement, and facilitate a variety of recreation programs classes, workshops, or trips.
- Establish and communicate expected conduct to ensure a safe learning environment.
- Responsible for overall group direction, discussion, and safety.
- Ensure the proper handling of first aid and emergency situations within scope of training.
- Coordinate class lesson plans, material lists, and duties with other Recreation Programs staff and any volunteers prior to start of class.
- Maintain close supervision and maximize safety of staff and participants at all times.
- Establish and maintain effective relationships with staff and participants.
- Supervise proper use and condition of equipment and materials.
- Serve as a role model for staff and participants, exemplifying integrity, respect, responsibility, and encouragement.
- Attend appropriate in-service training sessions as required.
- Other duties as assigned

QUALIFICATIONS

- Must be age 21 or older.
- Basic computer skills.
- Significant experience in related area of activity.
- Current CPR & First Aid certification.
- Current certifications in the recreation area as needed
- Valid Washington Driver's License.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience and confidence leading staff and students.
- Strong knowledge and background in field and teaching experiential education.
- Ability to assess safe operating conditions for each class and make sure participants and instructors are adequately prepared.
- Strong knowledge and experience managing first aid and emergency situations, as well as administering preventative care.
- Ability and desire to interact with participants of all ages in a positive and courteous manner.
- Ability to supervise and direct staff on programs in a professional manner.
- Willingness to work according to agency policies, procedures, and scope of training.
- Willingness to take on varied tasks to support the program

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- Demonstrated punctuality and reliability in work habits.
- Strong interpersonal, supervisory, and safe decision making skills.
- Ability to meet the physical demands of the recreation activity.

WORK ENVIRONMENT AND PHYSICAL EFFORT

- Ability to lift and carry up to 40 lbs.
- Instructors must be physically able to assist participants and participate in activities.
- Depending on activity, may be exposed to extended periods of sunlight or inclement weather...
- Programs are held in various locations, often in challenging environments that may include snow, rain, strong wind, cold temperatures, high elevations, and uneven terrain.
- Programs and trips may be out of reach of cell phone coverage.

Equal Opportunity Employer - Americans with Disabilities Act

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities otherwise qualified for employment in this position. This job description does not constitute an employment agreement between the District and Employee and is subject to change as the needs of the District and requirements of the job change.