

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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**Title:** Teen Center Program Supervisor  
**Reports to:** Recreation Program Manager or Recreation Division Superintendent  
**Position Status:** Part Time  
**Pay Status:** Hourly

### **JOB SUMMARY**

Under general supervision, assists in the planning and implementation of a variety of recreational activities specifically designed for the Teen Center to meet the interests and needs of middle and high school age teens.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

1. Supervises the Teen Center facility and Teen Center-sponsored events.
2. Assists in program development: coordination, planning, record-keeping, and reports.
3. Prepares and plans for daily activities, arriving prior to opening to allow enough time for set up.
4. May teach, drive for, officiate or lead activities.
5. Helps recruit, schedule and supervise the work of volunteers and contract personnel.
6. Inspects program equipment and facilities for safety hazards and recommends corrective action.
7. Responsible for cleaning and maintaining the Teen Center, involving teens to keep the Center clean and inviting.
8. Responsible for collecting and accounting for program, event, and concessions fees.
9. Performs other related work as required.
10. Solely responsible for the Teen Center facility when on the job.
11. Attend quarterly staff meetings with Youth & Teen Program Manager
12. Other duties as assigned.

### **QUALIFICATIONS**

- Education and experience equivalent to graduation from High School.
- Minimum of one-year experience as a recreation leader or the equivalent.
- Age 21 or older.
- CPR, AED and First Aid Certification, current or within 3 months of hiring.
- Valid Driver's License and good driving record.
- Must be able to pass background check.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Must enjoy and be comfortable working with Middle and High School ages as well as adults.
- Ability to plan, organize and implement group social, recreational and athletic activities and basic knowledge of rules and techniques of sports, games, social and cultural activities.
- Experience with leadership techniques; public relations and promotion of programs.
- Knowledge of first aid methods and safety precautions against physical and other hazards.
- Skill in several sports or activities applicable to the Teen Center recreation program.
- Sincere commitment to the program, and participants' needs and ideas with regard to the Center.
- Ability to work effectively with other Teen Center staff in support of teen recreation and maintain a positive atmosphere in the Center.

**WORK ENVIRONMENT AND PHYSICAL EFFORT**

This is a non-smoking workplace. Teen Center staff working hours are late afternoon and evenings, including some late nights and weekends. During these working hours Teen Center staff may have to work within circumstances that need police support.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Teen Center Program Supervisor must be in good physical condition must be physically able to assist participants and participate in activities.
- Teen Center staff must have the ability to climb step ladders and stand for prolonged periods of time during events.
- Must be able to hear distress noises and hear and see distress signals in a variety of environments, keeping safety in mind at all times.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Ability to lift and carry up to 50 pounds.

**SIGNATURES**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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Employee Name

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Signature