

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Recreation Program Leader
Reports to: Recreation Program Manager or Recreation Program Coordinator
Position Status: Part Time
Pay Status: Hourly

JOB SUMMARY

The Recreation Program Leader is 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.

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, AED and First Aid certification.
- Current certifications in the recreation area as needed
- Valid Driver's License.
- Must pass background check.

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.

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- Willingness to work according to agency policies, procedures, and scope of training.
- Willingness to take on varied tasks to support the program
- 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

This is a non-smoking workplace. Depending on the specific program, work is performed both indoors and outdoors using Park District, public or private facilities or in the water or recreational areas. Though most programs operate during the day, a few programs meet in the evenings and/or overnight. Programs and trips may be out of reach of cell phone coverage.

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.

- Must be in good physical condition must be physically able to assist participants and participate in activities.
- Must be able to perform physical requirements of programs at the most rigorous level.
- May experience exposure to extended periods of sun, snow, rain, cold temperatures, wind, water and potentially uneven terrain that may contain trip hazards.
- 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.
- Hours will vary depending on the program schedule and may include early morning, weekend and evening shifts.

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.

Employee Name

Manager Name

Employee Signature

Manager Signature