

POSITION DESCRIPTION

TITLE: SUMMER RECREATION LEADER (SEASONAL) DEPARTMENT: RECREATION - SUMMER PROGRAMS

GENERAL PURPOSE: Plans and organizes recreation activities for youth including sports, arts and crafts, field trips and special interest activities. The position requires frequent public contact with good public relations etiquette. This position requires working odd hours, weekends and holidays (Fourth of July).

SUPERVISION RECEIVED: Works under the general direction of the Recreation Committee and the Borough Manager.

SUPERVISION EXERCISED: Exercises close supervision of youth and teen participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Plans and organizes recreation activities for youth including sports, arts and crafts, field trips and special interest activities. Communicates official plans, policies and procedures to participants. Assures that all activities are planned and implemented in a safe environment. Coordinates sports programs, and collects fees when necessary. Performs related duties as assigned.

NECESSARY SPECIAL REQUIREMENTS: Must be a minimum of eighteen years of age.

Must have Child Abuse Clearances from DPW

Possess or be willing to obtain First Aid and CPR Certifications.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of safe work practices. Basic Knowledge of youth programs. Ability to keep records and prepare lessons and reports. Ability to establish and maintain effective working relationships with the general public, associate personnel and program participants of all ages and ethnic backgrounds.

WORK ENVIRONMENT: While performing the duties of this job, the associate regularly works near moving parts and in outside weather conditions. The associate is frequently exposed to wet and/or humid conditions. The associate is exposed to members of the public on a regular basis. The noise level in the work environment is usually loud. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.