



JOB DESCRIPTION

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

Program Leader - Recreation/Athletic Programs

Reports to: Program Supervisor
Pay Rate/Status: \$18.35-\$24.77/hour (part-time, non-exempt)
Schedule: 15-25 hours/week; hours will vary based on program needs, and may include mornings, evenings, and weekends.
Opening date: 04/23/2024
Closing date: Continuous; open until filled.

General statement of duties: Assists the program coordinator and/or program supervisor to plan, organize, and implement a variety of recreation and athletic programs for youth, adults, and seniors, including but not limited to youth sports leagues, instructional sports/recreation programs, outdoor and adventure trips, adult sports leagues, and senior programs; ensures the safety of all program participants; completes related work as required.

Distinguishing features of this classification: An employee in this classification is responsible for the implementation and day-to-day operations and oversight of a variety of recreation and athletic programs. The program leader holds responsibility for the safety of all participants and program staff at the site. Work is performed under the supervision of the program supervisor, who reviews work primarily based on results attained, feedback from participants/parents, and direct observation. Supervision is not normally a responsibility of positions in this classification, however, as the lead worker in the program, incumbents are responsible for overseeing, guiding, and mentoring the work of activity leaders/aides working at the site.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all the duties listed, and many positions will involve duties that are not listed.)

- Monitors participant safety with various measures including attendance and taking frequent head counts. Ensures the safety of all participants and program staff at the site.
- Plans, schedules, and implements recreation and athletics activities, including guest speakers, arts and crafts, sports, games, and special events.
- Acts as lead worker to activity leaders/aides, which includes assigning and reviewing work, role modeling appropriate techniques and strategies for program implementation, coaching staff on appropriate Positive Behavior Intervention Strategies (PBIS), teaching program-specific procedures, providing input to performance evaluations, and providing work assistance as required.
- Orders and/or purchases necessary supplies and food.
- Maintains appropriate records and prepares reports related to recreation/care programs and activities.
- Handles disciplinary problems with children, including implementing and monitoring using Positive Behavior Intervention Strategies (PBIS) behavior program techniques.
- Administers first aid and responds to emergencies as required.
- Responds to a variety of questions, concerns, and/or complaints from parents; keeps parents informed regarding child's progress/achievements.
- Reports cases of suspected child abuse to supervisor and contacts Services to Children and Families as necessary.
- Prepares monthly newsletter and maintains informational parent bulletin boards.
- Drives district van on field trips.
- Maintains positive public relations by representing the district to the public in a positive and professional manner.
- Provide excellent customer service.
- Prepares site for program and performs necessary clean up.



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- Performs other job-related duties or tasks as required.

DESIRABLE QUALIFICATIONS:

Knowledge: Working knowledge of program planning and implementation for recreation and athletic programs; working knowledge of behavior management and conflict resolution; working knowledge of curriculum development, customer service, and record keeping.

Skills: Administration of CPR/AED & basic first aid; lead and/or instruct assigned youth and adult programs; basic computer operations and software, including MS Office Suite and email.

Abilities: Effective written and verbal communication; work successfully with youth and adults, including parents, coaches, and volunteers; work independently; act calmly and effectively in emergency situations; deal effectively with behavioral problems and conflicts; assign and review the work of others; maintain records and prepare accurate reports.

Physical requirements of the position: The employee will frequently be required to stand and be mobile for over 70% of the work period. While performing the duties of this position the employee will frequently be required to crouch or kneel and seldom be required to bend and twist. Physical exertion and coordination are occasionally required to lift materials up to 30 pounds such as activity materials, snack foods, furniture etc. The position requires the use of arms, wrists, and hands, including manual dexterity and coordination, for most of the work period. The employee is occasionally required to use a step stool and reach above the head and shoulder. In performing the essential duties of this position, the employee will spend over 70% of the work period indoors and the remainder outdoors, thus exposure to heat in summer is possible. Exposure to loud noise is low, and never requires ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Personal protective equipment:

- Access to nitrile gloves for the administration of first aid.
- Protective eye protection when needed.
- Proper disposal equipment (biohazard bags, etc.)

Experience and training:

- High school diploma or equivalent; **AND**
- One (1) year of experience in parks and recreation, outdoor recreation, customer service, or related field; **AND**
- Some previous work, training/certification, or volunteer experience related to the position; **OR**
- Any satisfactory combination of education, experience, and training which demonstrates the knowledge, skills, and ability to perform the duties described above.

Necessary special requirements:

- Possession of or ability to obtain a valid Oregon driver's license within 30 days and a safe driving record.
- Possession of or ability to obtain CPR/AED and First Aid certification within 30 days of employment.
- Possession of or ability to obtain a current Oregon Food Handler Permit.
- Ability to pass a criminal background check.

ADDITIONAL INFORMATION:

Equal Opportunity Employer