



## JOB DESCRIPTION

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

**Position:** Program Leader - Outlaw Adventures Program

**Reports to:** Program Supervisor

**Pay range/status:** \$19.01-\$25.66/hr. (part-time, seasonal)

Opening date: 4/11/2025

Closing date: Open until filled

Schedule: Tuesdays, June 24 – August 8; approx. 8:00am- 5:00pm but may be adjusted to meet business needs.

**General statement of duties:** Plans and implements recreation activities for middle school youth, does related work as required. Performs related work as required.

**Distinguishing features of this classification:** An employee in this classification is responsible for the day-to-day operations of the middle school summer adventure series. The program leader holds responsibility for the safety of all participants and staff in the program. 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 a position in this classification. However, as the lead worker in the program, this position is responsible for overseeing, guiding and mentoring the work of designated staff and volunteers working in program.

### 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.)

- Monitor child safety with various measures including attendance taking and frequent head counts. Ensure the safety of all participants and program staff at the site.
- Ensure the program is set up for the day and that necessary cleanup is completed.
- Plan and implement activities and submit supply requests to program supervisor.
- Act as a lead worker within program including assigning tasks, provide programs specific trainings as assigned, and provide input for performance evaluations.
- Maintain and submit all appropriate records including daily logs, incident reports and attendance sheets.
- Foster a collaborative and positive team culture that supports staff growth and effective communication.
- Ensure program staff comply with program procedures and district policies. Communicate concerns with program supervisor.
- Handle child disciplinary matters, including implementing and monitoring age-appropriate behavior programs, and working with program supervisor to create individualized behavior management plans as assigned.
- Respond to a variety of questions, concerns, and/or complaints from participants, school staff, parents, and the general public; keeps parents informed. Keeps supervisor informed and updated on all relevant matters
- Drive district van for program field trips.
- Attend all department and district-wide staff meetings and trainings.
- Administer first aid/CPR and respond to emergencies as required.
- Provide excellent internal and external customer service through professional communication. Create a positive experience for staff and patrons through professional and courteous behavior and effective problem-solving resolution.
- Act as a mandatory reporter and report suspected cases of abuse and neglect to the appropriate authorities and direct supervisor.



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- Perform other job-related duties as assigned.

### DESIRABLE QUALIFICATIONS:

**Knowledge:** Knowledge of behavior management of middle-school aged children; planning and implementing recreational activities for middle-school age children; customer service; record keeping.

**Skills:** The administration of basic first aid and CPR; leading activities for children. Familiarity with basic computer operations and software including Microsoft Suite.

**Abilities:** Effective written and verbal communication; work successfully with children, parents, and staff; work independently; act calmly and effectively in emergency situations; deal effectively with behavioral problems of children; 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 outdoors and the remainder indoors, 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.

**Experience and training:** High school diploma or equivalent, **and** two years of experience in youth recreation programs or in an ongoing recreation group setting including experience with on-site organizational responsibilities; **or** any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

**Necessary special requirements:** Possession of or ability to obtain current first aid and CPR certificates; possession of or ability to obtain a current Oregon Food Handler Permit; possession of or ability to obtain a valid Oregon driver's license; safe driving record. Ability to pass a criminal background check.

***Sisters Park & Recreation District is an equal opportunity employer.***

*Updated 12/19/2024*