



JOB DESCRIPTION

611 E. Cascade Ave. | PO Box 2215 | Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

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

Activity Leader - Outlaw Club Outdoor Program

Position: Recreation Sports Attendant – Adult Sports

Reports to: Program Supervisor

Pay Rate/Status: \$165.9950-\$2+2,5428/hour (seasonal, non-exempt part-time, regular)

Shift: Tuesdays; 8a-5p

Opening date: 04/27/2025

Closing date: Open until filled: Open till filled. First round of applicants will be reviewed on April 15, 2024.

General statement of duties: Facilitates the operation of recreation sports programs. Maintains organization and security over participants and program. Monitors and supervises participants entering grades 6-8 in a variety of outdoor recreation activities during summer outdoor adventure trips, including hiking, canoeing, whitewater rafting, and rock climbing; ensures the safety of all participants in the program; does related work as required. Performs related work as required.

Distinguishing features of the class: An employee in this classification is responsible for assisting in the day-to-day operations of adult sports activities, adult sports leagues, and adult open gyms (basketball, pickleball, volleyball.) The recreation sports attendant holds responsibility for the safety of participants in the program, ensuring the safety of children in the program while supervising and assisting children in recreation activities such as games, arts and craft projects, and special events; and for developing and recommending program activities and projects. Work is performed under the general supervision of program supervisor with day-to-day direction from the program coordinator and/or program leader. the program supervisor. Work is reviewed based primarily on results attained, feedback from participants/parents, and direct observation. Supervision is not normally a responsibility of a position in this classification. with daily on-site direction from program leader. Supervision is not normally a responsibility of positions in this classification.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

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

- Monitor participant safety with various measures including attendance taking and frequent head counts. Ensures the safety of all participants and program staff at the site.
- Assist with preparing program activities; set up supplies and/or equipment for activities; perform necessary cleanup. Lead and direct program activities as requested.
- Foster a collaborative and positive team culture that supports staff growth and effective communication.
- Supervises and assists children in recreation activities such as games, arts and crafts projects, and special events; leads and directs activities as requested.
- Develops and recommends program activities and projects.

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- Prepares and serves snacks; performs necessary cleanup.
 - Manages ~~p~~challenging behaviors of participant behaviors including developing/monitoring behavioral programs as necessary.
 - Administers First Aid and responds to emergencies as required.
 - Prepares site; sets up supplies and/or equipment for activities; performs necessary cleanup;
 - 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.
 - Responds to questions from parents and keeps them informed regarding child's progress/achievements.
 - 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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- Reports cases of suspected child abuse to supervisor and contacts Services to Children and Families as necessary.

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DESIRABLE QUALIFICATIONS:

Knowledge: Some knowledge of behavior management of adults; planning and implementing recreational sports programs; customer service; record keeping. ~~Some knowledge of behavior management of children behaviors.~~

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

Abilities: Effective written and verbal communication; work successfully with participants and staff; work independently; act calmly and effectively in emergency situations; deal effectively with behavioral problems of participants; assign and review the work of others; maintain records and prepare accurate reports. ~~Work successfully with children, parents and staff; deal effectively with behavioral problems of children; provide clear instructions and directions; understand and follow oral and written instructions.~~

Physical demands 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 ~~the vast majority~~ most of the work

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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 likely. 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.

Experience and training: Applicant must be at least 16 years of age, and some experience in recreation or sports 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.

~~due to the nature of work. Some experience working in the care of children in an ongoing group setting, such as classroom, day care center, recreation care program or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties preferred.~~

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.

~~Possession of or ability to obtain current First Aid and CPR/AED certificates; possession of or ability to obtain a current Oregon Food Handler Permit. Ability to pass a criminal background check.~~

Sisters Park & Recreation District is an equal opportunity employer.

Updated 4/11/2025

ADDITIONAL INFORMATION:
Equal Opportunity Employer

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