



JOB DESCRIPTION

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

Program Leader- Youth Center

Reports to: Program Supervisor
Pay Rate/Status: \$15/hr (Part-time: Mon- Fri; 2:30-5:30)
Opening date: 07/23/2021
Closing date: 08/20/2021 or until filled

General statement of duties: Plans, organizes, and oversees all program activities for middle school student in the after-school program; ensures safety of school-age children who are participating in the program; does related work as required.

Distinguishing features of this classification: An employee in this classification is responsible for the day-to-day operations of a recreation youth center program. The program leader holds responsibility for the safety of all participants and program staff at the site. Work is performed under the supervision 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. 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 the duties listed, and many positions will involve duties that are not listed.)

- Monitors participant safety with various measures including attendance taking and frequent head counts. Ensures the safety of all participant and program staff at the site.
- Plans, schedules, and implements recreation 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 van on field trips.
- Maintains positive public relations by representing the district to the public in a positive and professional manner at all times.
- Provides excellent customer service.



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- Prepares site for program and performs necessary clean up.
- Performs other job-related duties or tasks as required.

DESIRABLE QUALIFICATIONS:

Knowledge: Some knowledge of behavior management of school-age children; planning and implementing recreational and educational activities for school-age children. Some knowledge of school-age curriculum development; customer service; record keeping.

Skills: The administration of basic first aid and CPR; leading activities for children.

Abilities: Communicate effectively, both verbally and in writing; work successfully with children and parents; 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 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 (bio hazard bags, etc).

Experience and training: Oregon Registry School Age Credential or a school-age after school care and education certificate preferred; At a minimum a high school graduation or equivalency and one year of experience in the care of school-age 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.

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.

ADDITIONAL INFORMATION:

Equal Opportunity Employer