

**PARKS AND RECREATION SUMMER PLAYGROUND PROGRAM
JUNE 14 – AUGUST 13, 2010
JOB DESCRIPTIONS**

**** Interviews for Selected Candidates will be held on Saturday, April 3, 2010 ****

SITE LEADERS: Create a fun learning atmosphere for participants; Establish/maintain a professional rapport with participants, parents, and administrators; Creates & implements weekly lesson plans; Motivate participants to maintain an interest in activities and trips. Responsibilities include supervision of Asst. Site Leaders and participants; interacting with the public; Record keeping; administering discipline; Maintaining program policies & procedures. Requires general knowledge of childhood development, at least two years of experience working with youth, ability to operate independently, and capability to work in an outdoor setting - 35 hours/week to include some evenings/weekends.

ASSISTANT SITE LEADERS: Motivate participants to maintain an interest in activities and trips; Responsibilities include participation in activities and supervision of participants. At least one year of experience working with children is required and the ability to work in an outdoor setting - 35 hours/week to include some evenings/weekends.

NO BOUNDARY PROGRAM LEADERS: Evaluates the skills, abilities and interests of individuals with intellectual/developmental disabilities to determine their therapeutic needs. Requires supervision experience; Knowledge of therapeutic recreational activities; Responsibilities include motivating participants to maintain an interest in activities and trips; Participating in activities and supervision of participants. At least one year of experience working with children is required and the ability to work in an outdoor - 35 hours/week to include some evenings/weekends.

TEEN PROGRAM LEADERS: Motivates teens in a wide range of outdoor activities; Fosters self-reliance and implements life skills and teambuilding activities; Requires proficiency in outdoor activities & skills. At least one year of experience working with youth is required. Must be 21 years of age and possess a clean driving record - 35 hours/week to include some evenings/weekends.

SUMMER PLAYGROUND PROGRAM TOT PROGRAM DIRECTOR – Nurtures children by developing and providing educational programs; Keeping parents informed; Keeps accurate records, stimulates emotional, intellectual, and social growth of children by developing and directing educational programs; Encourages children's participation by providing interactive activities. Requires general knowledge of childhood development, experience working with youth, and the ability to operate independently - 80 hours total to include some evenings/weekends.

SUMMER PLAYGROUND PROGRAM TOT PROGRAM LEADERS – implement planned activities for toddlers and the ability to accept the responsibilities of one's position in a mature manner. Experience working with toddlers preferred but not required - 80 hours total to include some evenings/weekends.

All hired staff will also be strongly encouraged to work the following dates:

Fort Clifton Festival	May 8 – 9, 2010
Back-to-School Festival	August 19, 2010
Other Recreation activities as deemed necessary	