



Job Title:	Recreation Leader
Department:	Part-Time Recreation Leader
Pay Grade:	201
FLSA Status:	Non-Exempt

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position reports directly to the Recreation Center Supervisors and are responsible for the primary supervision of all camp participants. Recreation Leaders will be responsible for ensuring the well-being and safety of all participants, administering clubs and activities, providing daily feedback to the Supervisors, filling out paperwork, maintaining daily logs, and maintaining a fun and safe environment for the participants.

ESSENTIAL JOB FUNCTIONS

- Leading campers through hands-on activities, labs, presentations, field trips, and experiments.
- Ensure that campers at all times are supervised and maintain a safe and enjoyable camp environment.
- Maintain a well-organized system to track each camper's medical conditions as well as photo release restrictions.
- Keep track of supplies for camp and convey any camp needs to the Lead Camp Counselor or Site Supervisors.
- Ensure participants are safe (properly hydrated, playing areas are free of hazards, etc.); perform head-counts of participants throughout the day.
- Follow all protocols found in the camp standard operating procedures.
- Interact and communicate with parents/guardians during drop-off and pick-up times.
- Carrying and monitoring activity supplies throughout campus as well-off site.
- Performs other duties as necessary.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- High School Diploma.
- Or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of customer service standards and procedures.
- Knowledge of first aid and CPR procedures.
- Knowledge of RCRC rules and regulations.
- Skill to collect data and maintain routine records.
- Skill to perform basic math.
- Skill to perform first aid and CPR.
- Ability to recognize emergency and dangerous situations and react quickly and calmly.
- Ability to enforce established policies, rules, and regulations.
- Ability to work independently and follow through on assignments with minimal direction.
- Ability to understand and follow oral and written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

- Maintain current Adult and Child CPR/AED certifications
- Must possess a valid Driver's License to drive an RCRC vehicle, and produce an acceptable 10 year driving record.

PHYSICAL DEMANDS

The work involves sitting or standing for long periods as required, may require walking for periodic intervals throughout the day. Reaching above shoulder heights, below the waist or lifting up to 40 pounds, bend, and crouch, reach, hold, grasp and turn objects. The work requires the ability to speak normally, to use normal or aided vision and hearing. Worker may be required to demonstrate an athletic activity or physical exercise.

WORK ENVIRONMENT

Work indoors most of the time. You may occasionally work outdoors when leading activities. Are often exposed to sounds and noise levels that are distracting and uncomfortable, such as music. Work near other people, but usually have a few feet of space separating them from others.