



JOB DESCRIPTION TITLE: Recreation Staff – II

THIS POSITION REPORTS TO AND IS SUPERVISED BY: APRD Manager

THIS POSITION HAS AUTHORITY OVER AND SUPERVISES: Recreation Staff I employees

GENERAL DEFINITION OF POSITION: The Recreation Staff – II is primarily responsible for the safety of all participants in the event and will supervise staff members when the Manager is not available.

ESSENTIAL JOB FUNCTIONS:

- Respond immediately and effectively to any emergency. Administer first aid according to prescribed procedures. Afterwards report emergency immediately to supervisor, and file report.
- Enforce and lead staff in following rules and regulations of recreational facilities in order to maintain discipline and ensure safety
- Organize, lead, and promote interest in recreational activities such as arts, crafts, sports, and games.
- Dress in appropriate APRD staff clothing while on duty.
- Maintain positive rapport and professional image with patrons.
- Be punctual. Obtain substitute when unable to report for scheduled shift.
- Maintain current required certifications.
- Attend mandatory staff meetings and in-service training.
- Perform related work as required.
- Greet new arrivals to activities, introducing them to other participants, explaining facility rules, and encouraging their participation.
- Lead programs and events when Manager is not available.

MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

1) Required Education/Experience/Training:

14 years of age, good standing with current school

2) Required Knowledge, Skill and Abilities:

- Ability to work well with children and staff.
- Complete written reports.

3) Certificates/Registrations:

None needed

4) Physical Requirements: See Required Knowledge, Skills and Abilities.

WORK SCHEDULE: Part time; hours will vary and may require evening and weekend