

**Village of St. Joseph Parks & Recreation**  
**Summer Daze Day Camp**  
*Recreation Leader Job Description*

**Nature of Work**

Under the supervision of the Director of Parks and Recreation, youth leaders lead programs and activities for children ranging in age from Kindergarten through 4<sup>th</sup> Grade. Additionally, leaders will assist the director as needed.

**Duties and Responsibilities**

Leaders are expected to help create and facilitate activities that not only require some sort of physical activity, but that are fun and safe for all the participants.

In addition, leaders will assist with planning, implementing and leading recreational programs as directed by the Director.

Leaders interact with program participants of all ages and backgrounds to promote leisure activities and alternatives.

It is the responsibility of the leaders to identify equipment and supplies needed for various activities.

Leaders must report any hazards, unsafe conditions or problems with the recreational use area to the Director. Additionally, leaders assist, as required, with recreational facility maintenance and cleaning.

Leaders will provide any necessary paperwork, including accident/incident reports, attendance forms, daily and weekly activity reports, etc. as required.

Leaders will work approximately 14 hours per week during the months of June, July and August.

All leaders must attend and participate in leadership training prior to the start of camp, including any necessary CPR, First Aid, etc.

Leaders will be responsible for other duties as assigned.

**Knowledge, Skills and Abilities**

Leaders will be expected to show a willingness to learn basic principles related to community parks and recreation, have the ability to receive instruction and follow policies and rules, and possess the ability to communicate and work effectively with program participants of all ages, co-workers and volunteers. Leaders must be self-motivated, flexible and creative.