

JOB TITLE: Summer Coach – Temporary

GRADE: 1

DEPARTMENT: Recreation

SALARY: \$9.93

GENERAL DESCRIPTION:

Responsible for the supervision of Summer Program participants to include recreation work in monitoring activities, providing instructions and conducting recreation programs at a playground, tennis court, athletic field, recreation center and other recreation facilities.

ESSENTIAL JOB FUNCTIONS:

Assists in planning and organizing daily activities and field trips. Provides information and answers questions regarding programs and services.

Instructs, supervises and leads adults and children in games, crafts, sports, field trips and other recreation activities. Prepares equipment and immediate area for recreation activities. Issues and collects equipment.

Maintains discipline in small to large groups of people of all ages. Enforces Recreation Center rules, policies and regulations.

Maintain safety of participants. Attends to injuries and accidents. Reports accidents as required by policy.

Initiate games and activities of interests for the participants.

Initiate enthusiastic and creative ideas and special events.

Perform related work as required.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to deal with children and adults courteously and enthusiastically. Knowledge of recreational activities including games, arts and crafts and sports. Knowledge of methods, techniques and rules involved in selected competitive athletic games. Knowledge of first aid methods and techniques. Some knowledge of developmental needs of elementary and middle school aged children preferred.

Ability to lead groups of children in assigned recreational activities. Ability to resolve disputes and discipline with firmness and impartiality. Ability to establish and maintain effective working relationships with employees, groups of children or adults, and the general public. Ability to work flexible hours and weekends. Some skill in a variety of recreation activities.

EDUCATION AND EXPERIENCE:

Must be eighteen years of age or older.

Some experience working with children.

Possession of a High School diploma or an acceptable equivalency diploma, or be enrolled in either.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Prior to employment:

1. Local/State/National Background Check, to include fingerprint documentation.
2. Affidavit of Good Moral Character