

POSITION TITLE: Park Program Coordinator

SALARY: \$10.00 - \$12.00 per hour

BASIC FUNCTION: Organize and coordinate the Summer Parks Adventure Camp, Rice Blakey X Games and Friday Field Trip programs. Assist with Summer Fun Fest (July 29th – 31st) Some initial planning in May with 35+ hour work weeks beginning in mid-June through early August.

MINIMUM QUALIFICATIONS: Education major/graduate preferred with experience in youth sports, crafts, and science. Must possess a valid driver's license and have reliable transportation for meal pick-up/delivery. Must be a current first aid/cpr cardholder or have ability to obtain. Life guard certification a plus. Dependability, supervisory skills, ability to plan, multi-task, evaluate and display initiative highly valued.

SUPERVISION EXERCISED: Works under the general direction of the Recreation Supervisor. Directly supervise park leaders and volunteers.

TYPICAL DUTIES & RESPONSIBILITIES:

1. Phone in head count for sack lunches to nutrition program each morning. Pick up and deliver to park sites in a timely fashion or designate another employee. Ensure safe handling of food products. Training is provided.
2. Serve as lead chaperone with Friday trips program.
 - a. Collect field trip registration roster from Parks office. Pass out flyers to our campers ensuring that they are well informed of trip options. If financial need is a concern refer them to scholarship program. All trip registration must be done through main office.
 - b. Ensure that responsibility for kids is fairly evenly divided amongst leaders. Use rubber bracelets to keep track of all kids on trips. Park leaders should wear staff shirts at all official functions (trips, movies, special events)
 - c. Handle check-in at facility when necessary. Serve as communication point with bus driver. Let them know how many children and chaperones are traveling.
 - d. Count heads before departing from anywhere!
 - e. Make announcements – ie. proper bus behavior, safety around water, rest stop info., wear sunscreen and drink your water reminders.
 - f. Stay at gym after trip until last participant has been picked up.
 - g. Ensure that life jackets and first aid box accompany trip.
3. Help to keep leaders stocked with necessary supplies – functioning play balls, adequate first aid supplies, weekly craft project.
4. Serve as additional chaperone for library and aquatic center trips.
5. Provide back up in the parks when a leader is sick or when attendance is high for the day.
6. Work with Parks office to collect current camper roster, monitor attendance and pull from waiting list when appropriate, and to utilize supplies and copier as needed.
7. Monitor daily function at park sites making sure sign-in/out logs are being completed, all campers are registered, problems are being addressed, children are avoiding heavy physical activity during the hot part of the day, and closure of park is handled efficiently during inclement weather.
8. Conduct pre-season and post-season planning to include curriculum development, supplies ordering, staff training and manual development (with assistance), and evaluation.
9. Lead and conduct weekly staff meeting to solve problems and communicate pertinent info.