

POSITION TITLE: Park Program Leader

SALARY: \$9.00 - \$9.50 per hour

BASIC FUNCTION: Co-manage park site for the Summer Parks Adventure Camp. Serve as a chaperone for the Friday Field Trip program. Assist with Pendleton Summer Fun Fest (July 29th – 31st).

MINIMUM QUALIFICATIONS: Education major, first aid/cpr card holder and lifeguard certification preferred.

TYPICAL DUTIES & RESPONSIBILITIES:

- JUST PLAY! Your primary responsibility is to help these children have a FUN summer. Positive interaction with a role model is something most every child really appreciates. Don't just manage – interact, ask questions, listen!
- Phone in head count for sack lunches to coordinator each morning. Pick up and deliver to park sites in a timely fashion when delegated by Coordinator. Ensure safe handling of food products. Training is provided.
- Serve as chaperone on Friday trips.
 - a. Participate in weekly staff meeting at rec center on Wednesday 3:30 – 4:00 pm.
 - b. Ensure that responsibility for kids is fairly evenly divided amongst co-workers. Share the work load with co-leader to ensure safety and satisfaction of campers.
 - c. Make sure sign-in/sign-out log is completed and that only registered children are participating.
 - 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 camper has been picked up.
 - g. Ensure that life jackets and first aid box accompany trip are utilized and stocked.
- Help to keep leaders stocked with necessary supplies – functioning play balls, adequate first aid supplies, weekly craft project.
- Be extra vigilant when off-site to ensure safety for campers and ensure that locations visited are treated with respect (leave it better than you found it, respect for other patrons).
- Assist with Rice Blakey X Games and Summer Adventure Festival assist with other miscellaneous programs if the need should arise.
- Make sure children are avoiding heavy physical activity during the hot part of the day, and work with Coordinator to implement closure of park when necessary during inclement weather.
- Assist campers in completing weekly craft and education day projects.

WORK ENVIRONMENT AND PHYSICAL EFFORT: Most activities occur in the parks from 9 am to 3 pm during June and July. Other venues include weekly visits to the library and the aquatic center. Some lifting of supplies is required (5-25 lbs). Writing is necessary for recordkeeping. Ability to use a cell phone for emergency contacts is required.