

**Town of Steilacoom
Job Description**

Position Title: Assistant Recreation Leader **Date:** 4/22

Basic Function: Assist in implementing program activities, curriculum, and protocol as developed by the Recreation Leader.

Reports To: Youth Recreation Leader

Supervises: Instructional Recreation Aides / Program Participants

Duties and Responsibilities:

1. Implements program activities, curriculum, and protocol as developed by the Recreation Leader.
2. Oversees the execution of instructions as given by the Recreation Leader.
3. Prepares program documents/reports as requested by the Recreation Leader.
4. Conducts health screenings.
5. Accurately processes payments.
6. Assists Recreation Aides as required.
7. Sets-up and participates in online meetings as required.
8. Under the direction of the Recreation Leader, acts as a liaison to parents/guardians, and school administration.
9. Communicates clearly/appropriately with children/adults in positive/professional/friendly manner.
10. Acts as a substitute for an absent employee.
11. Strives to maintain a safe program environment.
12. Adheres to appropriate workplace attire.
13. Provides active support to Town customers, citizens, and coworkers while displaying a positive work attitude.
14. Performs similar and incidental duties as assigned.

Duties as listed above are illustrations of the types of work that may be performed in the position. Omission of specific statement of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.

Knowledge, Abilities, and Skills:

1. Skilled at following multi-step directions/suggestions.
2. Skilled at program implementation.
3. Skilled at conducting/participating in online meetings.
4. Ability to accurately process payments.
5. Ability to prioritize work.
6. Ability to communicate clearly/appropriately with children/adults in a positive/professional/friendly manner.
7. Ability to work as a contributing member of a team.
8. Ability to substitute for an absent employee.

9. Knowledgeable in safe workplace practices (Covid-19).
10. Ability to be bonded.

Minimum Qualifications:

1. High school graduation/GED equivalent.
2. One year experience working with children in a structured program.
3. Experienced in setting up and participating in online meetings.
3. CPR and Basic First Aid Certification (*able to obtain as agreed/specified*).
4. Food Handler's License (*able to obtain as agreed/specified*).

Prefer:

- Experience working with children in a preschool, before/after school, instructional, or recreational program.
- Experience with the Civic Rec. POS system software (receipting).

Terms of Employment:

Must pass a background check. Must be fully vaccinated against COVID-19, unless, exempt for qualifying medical/religious reasons (*proof of vaccination required*).

Physical Requirements:

Frequent walking, running, standing, sitting, squatting, kneeling, pushing, pulling, and moving/lifting up to 30 pounds. Occasionally transport and set-up equipment, tables/chairs. Frequent interaction with children in physical activities. The incumbent must be able to traverse uneven terrain as some activities will be conducted in an outdoor environment.