

## **City of Pembroke**

### **Rotary Park Youth Leader Job Summary**

Parks and Recreation Department

Reporting to the Recreation Programmer/Program Assistant

Rate of Pay - \$18.17 per hour

### **Education, Skills, Abilities**

1. Current First Aid and CPR level "C" certification;
2. Must have experience in working with children and youths.

### **Responsibility:**

Under the supervision of the Recreation Programmer/Program Assistant, you will offer high quality non structured programming, supervision and leadership for the Park and Play Program. Leaders will create a stimulating environment that will maintain high morale through the implementation of safe, motivating and interesting themes, crafts and activities for all participants. Such activities for all participants involved will be according to the standards set by the City of Pembroke.

### **Duties**

1. Attend all training sessions, meetings and evaluation sessions
2. Develop games, schedules, and posters to distribute within community
3. Take daily attendance for statistical purposes to be included the final program report to be submitted to the direct supervisor
4. Implement games and activities; be present and actively involved in all play sessions with the participants
5. Responsible for the health and safety of participants during planned games and activities
6. Submit to and review activity plans for the upcoming week with your Supervisor
7. Be punctual and prepared
8. Return all equipment, maintain a clean and clutter free environment each day. Promptly notify the Supervisor of any damaged equipment or deficient facilities in order so they can be addressed quickly and efficiently.
9. Perform any other related duties as may be required or assigned by your Direct Supervisor.

### **Hours of Work:**

Up to forty (40) hours per week, including some Saturdays and Sundays May also be required to work various shifts and hours outside of regular camp hours, including staff meetings, special events, etc.

The foregoing description reflections the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

As a condition of employment, candidates must submit a current successful Police Clearance Certificate and will be required to sign a Confidentiality Agreement.