

**San Juan Island Park & Recreation District
Job Description**

Job Title: After School Program Leader
Reports To: After School Program Coordinator
Status: Part-Time/Seasonal
Prepared Date: 7/25/11
Salary: \$11-13 an hour DOE

Summary

This is a seasonal position working after school hours during the public school year. This position is responsible for leading an enriching and safe after school program that promotes recreational and social skill development and homework assistance for elementary school age children while fulfilling all Washing State license requirements for school age child care programs.

Essential Duties and Responsibilities

- Adhere to and follow all Island Rec and Washington Childe Care License policies, procedures and guidelines.
- Supervise a group of children and ensure their safety and well being at all times.
- Plan and lead a variety of daily recreational activities for small groups.
- Supports the Coordinator in planning and leading program activities.
- Maintain the working order and cleanliness of program facilities and equipment.
- Physically and mentally capable of supervising groups of children ages 5-12.
- Communicates appropriately with supervisor, staff, parents, teachers, children and community members.
- Other duties as assigned

Qualifications

- To perform this job successfully an individual must be able to perform each essential duty satisfactorily.
- Minimum age 18 years old.
- Previous experience working with children in a recreational setting preferred.
- First Aid/CPR certification or ability to obtain.
- Good written and oral communication skills.
- Ability to follow directions and adhere to established policies and procedures.
- Experience working in a leadership role desired.
- Physically and mentally capable of supervising children for extended hours
- Ability to lift 40 pounds.