

San Juan Island Park & Recreation District
Job Description

Job Title: STAR Afterschool Program Site Lead
Reports To: Recreation Specialist: STAR
Status: Part-Time/Seasonal
Prepared Date: updated 07/02/2026
Salary: \$26.00/Hour

Summary

This is a seasonal position working Monday through Friday approximately 3.5 hours daily after school (M, Tu, Th, F), 4.5- hours on Wednesdays, and 7.5 hours a day during school breaks throughout the school year. This position is responsible for the day-to-day operations of a recreation program site. The Site Lead is responsible for ensuring the safety of all participants and program staff at the site.

Supervision is not typically a responsibility of positions in this classification. However, as the lead worker at the site, the Program Site Lead will be responsible for overseeing, guiding and mentoring the work of STAR Program Leaders working at the site.

Essential Duties and Responsibilities

- Adheres to and follow all Island Rec policies, procedures and guidelines.
- Supervises and leads an enriching daily after school program and camp programs for children K-5th grade in collaboration with STAR Recreation Specialist
- Oversees and monitors participant safety with various measures including attendance taking, active supervision, and frequent head counts. Ensures the safety of all participants and program staff at the site.
- Responds to a variety of questions, concerns and/or complaints from parents in consultation with STAR Recreation Specialist, work together with for ongoing parental communication.
- Acts as lead worker to STAR Program Leaders, which includes assigning and reviewing work, role modeling appropriate techniques and strategies for program implementation, coaching staff, providing input to performance evaluations, and providing work assistance as required.
- Assists the STAR Recreation Specialist in planning, scheduling, and implementing recreation activities, including guest speakers, arts and crafts, sports, games, educational activities, and special events.
- Requests and organizes supplies to maintain the recreation site. May occasionally purchase supplies.
- Maintains positive communication and relationships with supervisor, staff, parents, children, and community partners including school staff.
- Sets up, cleans up and performs light maintenance for programs as needed.
- Maintains appropriate records and prepares reports as necessary.

Preferred Qualifications

- Minimum age 18 years old.
- Minimum a high school graduation or equivalency and one year of experience in the care of school-age children in an ongoing group setting, such as classroom, day care center, recreation; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.
- Experience in leading, assigning, and reviewing the work of others preferred.
- First Aid/CPR certification or ability to obtain.
- Enjoy playing and connecting with children of all ages.
- Interest in supporting our Island community.
- Good written and oral communication skills.
- Ability to follow directions and adhere to established policies and procedures.
- Successful completion of Criminal History Check
- Valid State Driver's license; clean driving record.

Working Conditions and Physical Requirements

- Physically and mentally capable of supervising children and staff for 4-8 hours a day in a highly stimulating environment
- Work occurs mostly at program site and various field trip locations.
- Ability to kneel, bend, squat, and lift up to 40 pounds.
- Ability to stand, walk, and actively participate in activities for most of the shift
- Requires ability to lead outdoor activities on varied terrain and in changing weather conditions.

Additional Information

- All drop-in programs free (including regular STAR days) during the season worked for staff and family.
- Paid staff and their families are entitled to a 75% discount on program registration fees.
- Paid staff and their families are entitled to a 20% discount on contracted program fees.
- Sick accrual: One hour for every 40 hours worked.
- Pension through the Washington State Department of Retirement Services (DRS) Public Employees Retirement System (PERS), with joint contributions required from the employee and Island Rec.

To Apply: Please Provide an Island Rec Employment Application to Thea Pearl, Recreation Specialist, star@islandrec.org or PO Box 1946, Friday Harbor, WA 98250