



**Town of Stratford
Recreation Department
Job Description**

Job Title: Site Leader

Department: Recreation

Reports To: Site Director and Youth Program Coordinator

Pay grade: II

Status: Part Time and Seasonal

Supervisor: Site Director and Youth Program Coordinator

Date: October 2, 2018

Summary

To work directly under the Site Director to provide a safe environment for the participants at the various programs.

Essential Duties and Responsibilities include the following:

Engage and supervise participants involved in activity.

Enforce rules and regulations with tact.

Administer emergency immediate first aid.

Issue and care for equipment and supplies.

Teach a recreational skill (soccer/basketball)

Ability to interact with large groups of children in a recreation environment.

Other duties may be assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school education; or one month or more related experience or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Certificates, Licenses, Registrations

CPR, First Aid, Current valid Driver's License (preferred but not required)

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud.

Hours:

Varied by program

Rate: \$10.10 per hour

