



## **NORTH CLACKAMAS** PARKS & RECREATION DISTRICT

### **Recreation Leader**

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The North Clackamas Parks and Recreation District has a need for part-time, hard-working, competent employees to work with youth during our Summer Camps. This is a seasonal, part-time, non-benefited position with employment starting in mid-June and ending in late-August.

#### **Responsibilities:**

Responsible for working cohesively with camp leads to guide groups of participants in recreation and sports activities, programs, special events and camps at parks, schools, and community facilities. Specific duties may include, but are not limited to:

- Leading assigned groups of participants in organized games, sports activities and arts and craft activities.
- Assisting with clean up and setup of activities.
- Maintaining a safe recreational environment, effectively communicating rules and ensuring program participants follow all rules and guidelines.
- Enforcing and explaining NCPRD program policies and procedures to participants and parents/guardians to ensure a safe and enjoyable recreation environment for all.
- Assisting with the completion of daily staff reports and keeping records regarding accidents and incidents that occur on park grounds or in school or community facilities.
- Establishing positive working relationships with participants, parents and co-workers.
- Communicating directly with youth and adults. Providing excellent customer service and communicating in a positive manner with all age groups.
- Assisting with the opening and closing of facilities as required including performing general cleaning duties of areas used during programming.
- Representing NCPRD Sports and the Parks District in a professional manner.

#### **Qualifications:**

- Combination of education and experience that provides the knowledge, skills, and abilities to perform the position responsibilities. Previous summer camp, sports, or recreation experience is desirable.
- Ability to conduct various physical recreation activities involving walking, running, bending, stooping, jumping and reaching.
- Ability to lift and carry up to 50 pounds.
- Ability to deliver excellent customer service and communicate in a positive manner with all age groups.
- Ability to maintain order and effectively communicate program rules.
- Must be able to work in a variety of weather conditions with exposure to the elements.
- Bilingual (English/Spanish or English/Russian) a plus, but not required.
- Ability to pass First-Aid/CPR certification within 30 days of hire. Training and certification is provided free for all employees.
- Will be required to pass a criminal history background check.
- Must possess a valid Driver's License and have reliable transportation.

**Hours and Compensation:**

- Must be able to work Monday – Friday between the hours of 7 AM - 5 PM. Shifts are generally 8 AM – 12:30 PM or 12:30 PM – 4:30 PM. Staff can work full-days or half-days depending on camp hours, requirements, and staffing needs.
- Flexibility and commitment to work through the end of program dates required. Approximate program dates are Saturday, 6/17 (mandatory all-day staff training) through Friday, 8/18.
- Vacation requests are limited to one week off during the summer camp season: 6/26 – 8/18.
- Number of hours per week vary depending on position assignment, approximately 15-40 but average is about 25.
- Hourly compensation starts at \$14.89.

**To Apply:**

Candidates should email their resume to Joni Glenn at [jglenn@ncprd.com](mailto:jglenn@ncprd.com). Please indicate the position you are applying for in the email subject line.