



NORTH CLACKAMAS PARKS & RECREATION DISTRICT

Recreation Leader (Summer Programs)

The North Clackamas Parks & Recreation District (NCPRD) has a need for part-time, hard-working, competent employees to work with youth while hosting our RecMobile program, as well as, during our special events.

Hiring Process: This position is currently open until filled. We reserve the right to close this recruitment at any time on or after that date.

Work Schedule:

This is a seasonal, part-time, non-benefited position with employment starting in early-June and ending in late-August.

- 15-40 hours but average is about 25 hours a week.
- Typical shifts are 10AM – 4:30PM Monday- Friday with occasional weekend and evening shifts for special events.
- Employee must be available for occasional weekend work (e.g. volunteer events) and time during the week will be flexed to accommodate the infrequent weekend work.

Responsibilities:

Responsible for working cohesively with fellow recreation staff in the organizing, implementing and overseeing of recreational and sports activities, programs and special events at parks, schools, and community facilities; ensures safety of children participating in the program. Specific duties may include, but are not limited to:

- Direct supervision of up to 50 participants in an outdoor setting.
- Leading assigned groups of participants in organized games, sports and arts and craft activities.
- Assisting with clean up and setup of activities at program sites and in support of community events.
- Maintaining a safe recreational environment, effectively communicating rules and ensuring program participants follow all rules and guidelines.
- Administering first aid and responding to emergencies as required.
- 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 North Clackamas Parks and Recreation 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.
- Strong interpersonal communication skills and ability to contribute as a team member in a fast-paced, diverse work environment.

- 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 outdoors 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 9 AM - 5 PM and occasional weekends and evenings for special events. Typical shifts are 10 AM – 4:30 PM. Flexibility and commitment to work through the end of program dates required. Approximate program dates are Monday, 6/19 through Saturday, 8/19.
- Vacation requests are limited to one week off during the summer season: 6/24 – 8/19.
- 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 Sarah Kreiter at SKreiter@ncprd.com. Please indicate the position you are applying for in the email subject line.

