

CITY OF GREENCASTLE PARKS & RECREATION DEPARTMENT

Position: S.P.A.R.K. & Recreation Program Instructor

Responsible to: Recreation Program Supervisor and Park Superintendent (Parks & Recreation Director)

Employment Terms: Seasonal

Department: Parks & Recreation

General Statement of Duties: Under the supervision of the Recreation Program Supervisor and Park Superintendent assists, or takes the lead, in developing, organizing, implementing, and leading recreation programs offered by the department for children from ages 5-12 years.

Qualifications:

- Should be at least 18 years of age
- 1-2 years experience in supervision of young children
- American Red Cross First-Aid and C.P.R. Certifications

Knowledge:

- Strong leadership and public relations, communication and decision-making skills
- Prior leadership experience involving organizational skills is highly desired
- Satisfactory and verifiable work experience with school-age children in such areas as camps, day care, recreation 4H education, Boy Scouts, Girls Scouts or church classes
- Must be able to swim.

Duties and Responsibilities:

- Assist in the development, organization, implementation, and evaluation of recreation programs offered by the department, which include the annual S.P.A.R.K. program
- Performs a variety of childcare duties to include planning, organizing, guiding, implementing classes, activities and special events on a daily basis
- Under guidance of supervisor, assists and instructs camp participants as needed
- Follows and enforces all department and program policies, rules and regulations while maintaining a friendly and professional attitude
- Provides a safe camp environment
- Maintains cleanliness of facilities and organization of materials and equipment in accordance to parks and recreation department's policies
- While performing the duties of the job, the employee is regularly required to sit, stand, walk, climb, balance, use hands and fingers, handle or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk and/or hear
- The employee must occasionally lift and/or move up to 50 pounds
- Duties require moderate movement and physical effort; discomforts and hazards are minor and controllable