Job Posting
Recreation Leader

DESCRIPTION
Under the direction and supervision of the Recreation Supervisor, the Recreation Activities Instructor primary responsibility is to provide staff assistance in planning and conducting sports and other recreational activities and performs other duties as required.

DUTIES AND ESSENTIAL JOB FUNCTIONS
• Assists in planning, scheduling and conducting sports programs, tournaments and leagues.
• Supervises recreational activities and functions as an official when necessary.
• Performs, demonstrations and leads groups (small and large) in drills and agility exercises.
• Supervises unorganized play and athletic activity at North Berwyn facilities and encourages and enforces standards, issues, and safety.
• Set-Up, collect and maintain recreational equipment supplied for programs or public use.
• Assist other staff in conducting games, crafts, art, music, and physical recreational activities.
• Supervise the operation of the After School Power Play Hour Program.
• Teach fundamental skills to children while emphasizing skill development, sportsmanship, teamwork, and fun.
• Be on time to all scheduled shifts.
• Stay informed of program offerings, session dates, pricing, and make-up policy.
• Ability to communicate effectively with both participants and parents to build healthy relationships and encourage participation in other sport programs.
• Understand and implement North Berwyn Park District’s Sports Academy Curriculum and other Recreation Program curriculum.
• Promote other recreation programs.
• Take attendance regularly at the start of every class.
• Maintain the cleanliness of the program space and upkeep of equipment.
• Possess the ability to manage conflicts that may arise in an appropriate and timely manner.

QUALIFICATIONS
• High School Graduate.
• Basic knowledge of competitive sports (i.e. basketball, soccer, T-Ball, Softball, Floor Hockey) and techniques. Experience teaching youth sports.
• Effective Communication Skills.
• Good skills in planning activities and programs.
• Ability to lead physical, recreational and other leisure activities.
• Ability to communicate and interact effectively with children, parents, and staff.
• Ability to solve problems that may arise.
• Must be energetic, have a positive attitude and be encouraging.
• Ability to enforce Park District rules and safety practices.
• Excellent customer service skills.
• Certified in CPR/AED or the ability to acquire within 6 months (offered at park district).
• Must be able to lift up to 30 lbs.
JOB STATUS  Part Time

DEPARTMENT  Recreation

FSLA STATUS  Non-Exempt

SALARY  $10.00-15.00 an hour depending on qualifications

HOURS  This position requires working days, nights and weekends ranging between 20-30 hours per week, depending on the number of classes running.

HOW TO APPLY: Interested applicants may submit application and resume to Nancy Woods at nwoods@nbpd4fun.org. Application is available at the Community Center or www.nbpd4fun.org/employment-volunteering.

CLOSING DATE: Open until Filled

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