



Activity Leader (Job Description)

DEPARTMENT: Parks and Recreation **SALARY RANGE:** \$10.00/hr
REPORTS TO: Program Coordinators **FLSA STATUS:** Non-Exempt
CLASSIFICATION: Seasonal **TYPE OF POSITION:** Full-time
DATE REVISED: _____ **Hours:** Up to 40/week; weekend; evening and night work required
APPROVED BY: _____ (Signature) _____ (Printed Name)

SUMMARY OF POSITION: The Activity Leader is responsible for instructing, supervising, and providing physical assistance to all participants within the City of St. Marys Parks and Recreation programs. The Activity Leader is tasked with creating a nurturing, positive, and professional environment while promoting program policies and procedures among staff, volunteers, and the community. The Activity Leader will also take part in assisting with the daily maintenance of all parks within St. Marys. Activity Leaders will also share in the duties related to the concession stand at Benzinger Park. This includes, but is not limited to, painting, collecting garbage, cleaning bathrooms, planting flowers, landscaping, pool maintenance, raking, weed eating, weeding, and/or shoveling. Evening and weekend shift work is required at times but is split between all Activity Leaders. Most of the position includes contact with children from the preschool age and up.

Supervision Duties:

- Under direct supervision of Program Coordinators
- No supervision duties are related with this position.

Essential Functions:

- Creates and maintains safe, engaging, and meaningful activities for the St. Marys community and its participants.
- Communicates clearly, honestly, and respectfully with staff, participants, parents, and the community.
- Creates a nurturing, positive, and professional environment while promoting program policies and procedures among staff, volunteers, and the community.
- Participates in all required trainings and certifications in compliance with City of St. Marys Parks and Recreation.
- Monitors the safety and well-being of all participants and programs.
- Assists in the care, cleanliness, and security of the facility used by participants before, during, and after the programs.
- Establishes a good relationship with participants as needed.
- Communicates all pertinent issues affecting the programs to the Program Coordinators (i.e. staff/parent, etc. issues/concerns.)
- Assists the Program Coordinators in assessing the quality of programs as well as the equipment and supply needs.
- Assists the Program Coordinators in providing instruction for all programs.
- Provides supervision and instruction to all program participants.
- Acts as an integral member of the City of St. Marys Parks and Recreation team. Fulfills assignment as directed by the Program Coordinators or the Parks and Recreation Director.
- Contributes to the team effort by performing other duties as needed or directed by the Program Coordinators and/or Parks and Recreation Director.

KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:

Education and/or Experience:

- High school graduation and PHEAA eligible

Employee Initials _____

Necessary knowledge, skills and abilities:

- Proficient computer skills.
- Ability to exercise good judgment, courtesy and tact in dealing with children, adults, and co-workers.
- Excellent communication and interpersonal skills

Special Requirements:

- Current C.P.R., AED, and First Aid certifications, or the ability to obtain such before the first day of employment.
- Current Pennsylvania State Police Criminal History report, Child Abuse History Clearance from the Pennsylvania Department of Human Services, and a fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).
- Valid Pennsylvania Motor Vehicle Operator's License or ability to obtain the license.
- Responsible for own transportation to and from parks throughout the day.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works outside. The employee will travel to work sites when necessary, including outdoors.

PHYSICAL DEMANDS:

Frequency Code:	(N) Never	0%
	(O) Occasionally	1-33%
	(F) Frequently	34-66%
	(R) Regularly	67 - 100%

Activity

Frequency

Standing	F
Driving	O
Walking	R
Sitting	R
Using hands to finger, handle or touch	R
Reach above shoulders	O
Climb or balance	O
Stoop, kneel or crouch	O
Talk or hear	R

Weight to be lifted or force exerted:

Up to 15 pounds	F
Up to 25 pounds	O
Up to 50 pounds	O
Up to 75 pounds	O

Employee Initials _____

- Up to 100 pounds (*with assistance*)
- More than 100 pounds (*with assistance*)

Vision requirements: (with corrective lenses)

- Close vision
(clear vision at 20 inches or less)
- Distance vision
(clear vision at 20 feet or more)
- Color vision
(ability to identify and distinguish colors)
- Peripheral vision
(ability to observe an area that can be seen up and down or the left and right while eyes are fixed on a given point)
- Depth perception
(three-dimensional vision, ability to judge distances and spatial relationships)

Work Environment:

- Indoor Office
- Outdoors

Noise exposure:

- Very Quiet
- Quiet
- Moderate Noise
- Loud Noise
- Very Loud Noise

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Individuals may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this job will be evaluated as necessary should an individual be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the individual when possible.

Acknowledgement: I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the City of St. Marys or myself and such termination can be made with or without notice.

Signature - Employee

Date

Printed Name

Signature - Supervisor

Date

Printed Name