

ACTIVITY CENTER LEADER JOB DESCRIPTION

JOB INFORMATION

Title:	Activity Center Leader
Classification:	Part-time Hourly 1-2-3
Salary:	as determined during the annual budget process
Supervisor:	Works under the general and detailed supervision of the Activity Center Coordinator and Recreation Manager

GENERAL JOB DESCRIPTION

An Activity Center Leader develops and provides activities of games, arts and crafts, music and other recreational activities for their designated Activity Center. The leader is allotted 8 hours per day. Leaders are paid at an hourly rate.

JOB RESPONSIBILITIES

In-Service Training

- Attends all required in-service training sessions
- Completes all training session requirements

Centers

- Arrives 15 minutes or more prior to opening
- Does not leave center at the end of the day until all participants have left
- Plans daily activities based on weekly themes
- Submits written weekly plans on provided planning forms for approval
- Requests materials needs for center activities
- Write down daily attendance for both sessions
- Distributes all handouts to children
- Orally informs and reminds children of calendar events
- Turns in time sheet when requested-must be filled out correctly on a daily basis
- Follow and be consistent with discipline procedures
- Talks and has open communication with the parents- Greet them daily when they come in to pick up their child.
- Make sure that the children are being **supervised at all times**
- Be familiar with the art activity
- Be familiar with activities planned for that day
- Offer a variety of activities- give the children options

- Greet children as they arrive
- Leaders should be participating with the children throughout the day. This includes playing during free time, playing any organized games, assisting with the art projects.
- As parents arrive, please make yourselves available to them to answer any questions they may have, discuss any information about the children feel they would like to know, good and bad.
- ID anyone you do not know that picks up a child
- After all children have left, clean the areas that you have used that day. This includes moving furniture back if needed
- Lock door as you leave if it is required at your site
- Incident Reports have to be in to me by the following day

STAFF MEETINGS

- Must be present and on time for all staff meetings

EVALUATIONS

- Thoroughly completes all evaluation forms in writing
- Attends an oral discussion of the final written leader evaluation session

CLOSING THE CENTERS

- Leaves the school gym and all school equipment in the same condition as found
- Returns the center key to the school janitor, principal, or supervisor
- Writes a thank you note to both the school custodian, principal and secretary
- Returns all supplies and equipment in the same condition as issued
- Cleans the site- vacuuming, sweeping, taking garbage out

DESIRABLE ABILITIES AND EXPERIENCE

- Experience in working with children in the area of Elementary Education, Early Childhood Education, Recreation, or as a B.L.A.S.T. /Activity Center leader
- Indication of arts and crafts or creative background
- Displays ability to work effectively with other employees
- Displays ability to establish good public relations
- Has previously held leadership positions or willingness to
- Outgoing personality
- Activity Center leaders are representing the Bismarck Parks and Recreation District on and off the job when on the Parks payroll – Leaders are asked not to wear their staff shirts in any non-tasteful establishments or manner