

# ACTIVITY CENTER LEADER JOB DESCRIPTION

## **JOB INFORMATION**

<b>Title:</b>	Activity Center Leader
<b>Classification:</b>	Part-time Hourly 1-2-3
<b>Salary:</b>	as determined during the annual budget process
<b>Supervisor:</b>	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