



BLAST LEADER JOB DESCRIPTION

JOB INFORMATION

Title:	BLAST Leader
Classification:	Part-time Hourly 1-2-3
Salary Range:	as determined during the annual budget process
Supervisor(s):	Works under the general and detailed supervision of the Recreation Specialists

JOB SUMMARY

BLAST Leaders develop and provide activities of games, arts and crafts, music and other recreational activities for their designated BLAST center. Provide a safe, secure, fun environment for the kids. The leader is allotted 4 hours per day. Leaders are paid at an hourly rate.

ESSENTIAL JOB DUTIES AND TASKS

In-Service Training

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

Centers

- One person at each site arrives no later than 2:50
- Immediately calls 222-6771 for your school messages
- As students arrive, have them sit in a designated area, they may then eat any snacks they have brought, play quiet games (color/work on puzzles/cards), or homework
- While students are arriving, leaders should be getting out the supplies needed for that day. Please be sure that the children are still being **supervised**
- Be familiar with the art activity (if planned)
- Be familiar with activities planned for that day
- Greet children as they arrive
- At approximately 3:15-3:30 the children should be given about 20-30 minutes homework/quiet time

- Free time should allow the kids the choice of, but not limited to, the following activities: playground, gymnasium, homework, quiet activities
- **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.**
- **Leaders need to be active- walking around participating in and/or supervising in games in gym and on playground.**
- **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.**
- Identify 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, taking out garbage, sweeping/vacuuming and wiping tables
- Lock door as you leave and make sure lights are off and windows are closed
- Request materials needed for center activities
- Turns in time sheet when requested. Time sheets must be filled out correctly on a daily basis
- Follow and be consistent with discipline procedures
- Incident Reports have to be in to the Park District Office by the following day
- Attend to injured/hurt children
- Be able to handle an unruly child- having a tantrum, fighting, running away from leaders or the site
- Be able to handle children in both small and large group situations

STAFF MEETINGS

- Is present and on time for all staff meetings

EVALUATIONS

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

CLOSING THE CENTERS

- Leave the school gym and all school equipment in the same condition as found
- Return the center key to the school janitor, principal, or supervisor
- Write a thank you note to both the school custodian, principal and secretary
- Return all supplies and equipment in the same condition as issued

The above statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the positions, duties and tasks as they may change or be adjusted, as situations require.

JOB SPECIFICATIONS

- Experience in working with children in the area of elementary education, early childhood education, recreation, or as a BLAST/Activity Center Leader
- Indication of arts and crafts or creative background
- Indication of games/activities background
- Displays ability to work effectively with other employees
- Displays ability to establish good public relations
- Has previously held leadership positions or willingness to do so
- Outgoing personality
- BLAST Leaders are representing the Bismarck Parks and Recreation District on and off the job when on the Park District payroll. Leaders are asked not to wear their staff shirts in any non-tasteful establishments or manner
- Ability to maintain certification in 1st Aid/CPR

WORKING CONDITIONS

- Primary work location will be at one of the elementary schools, either in a classroom, cafeteria or gym
- Responsible for getting to and from work each day
- Hours will be after school from 2:50-6:00pm daily when school is in session

Revised 8/17