

## **BLAST LEADER JOB DESCRIPTION**

### **JOB INFORMATION**

- **Classification:** Part-time hourly
- **Pay Range:** Pay is determined on an annual basis by the Board of Park Commissioners
- **Supervisor:** Works under the general and detailed supervision of the Recreation Specialists in charge of the program

### **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 will work approximately 3-4 hours per day on school days. Leaders must be 15 years old or older.

### **JOB DUTIES AND TASKS**

The following 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 position's duties and tasks, as they may change or be adjusted, as situations require.

#### **Essential Functions**

- Attend all required in-service training sessions
- Plan and lead daily activities based on weekly themes
- Submit written weekly plans on provided planning forms for approval
- Request materials needed for center activities
- Follow and be consistent with discipline procedures
- Communicate daily with participants and parents
- Supervise the children at all times
- Follow all opening and closing procedures
- Clean site at the end of each day
- Follow all BPRD safety policies and procedures outlined in the Risk Management Handbook.
- Complete all necessary payroll forms and utilize the electronic time and attendance timekeeping system
- Understand and follow the standard operating procedures outlined in the employee manual
- Understand and follow the Human Resource Policy and Procedure Handbook items related to this position.
- Represent BPRD in a professional and positive manner. BPRD issues clothing and equipment to employees and the issued items are to be used in an appropriate manner, not inconsistent with the image BPRD wishes to convey to the public.

**Other Duties and Tasks**

- Inform supervisor prior to running out of supplies.
- Ability to establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.
- Arrive at scheduled time and be ready to work. Absences must have prior approval by the supervisor.
- Responsible for personal neatness, attire, and communicating repair needs and job site neatness.
- Perform a variety of tasks that range from skilled to unskilled work.
- Other duties as assigned.

**JOB SPECIFICATIONS**

- Age 15 or older.
- Maintain a fitness level acceptable to perform the skills required of the position.
- Requires extensive contact with elementary age children.
- Ability to effectively communicate verbally and in writing.
- Ability to receive and maintain certification in First Aid/CPR/AED.

**WORKING CONDITIONS**

- Work is primarily indoors at an assigned BLAST site located at a Bismarck Public Schools elementary school. Outdoor playground supervision time will vary depending on weather.
- Must be able to stand for 3-4 hours at a time.
- Public contact is frequent.

Updated June 2025  
Approved by F & P Director