



**KENTWOOD PARKS AND
RECREATION DEPARTMENT**

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Kentwood, MI 49548
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www.yourkprd.org

Recreation Leader Job Description

Mission Statement:

The Kentwood Parks and Recreation Department is an essential service established to improve the overall quality of life for all of Kentwood

R.E.A.C.H. (Recreation Education through Alternative Choices for a Healthier Life) REACH is a free drop-in program that provides recreational activities for children during the summer months at one of Kentwood's parks. Our staff will have daily activities, games and provide a light snack for your children. REACH is intended to enhance a child's summer recreational and enrichment opportunities that will help make their summer memorable.

- Teamwork:** Recreation Leaders will work together to provide the best possible recreation experiences for the kids.
- Professionalism:** Each staff member is expected to maintain professional appearance and be an example to the children by maintaining a consistent, positive attitude. Staff members will not use foul or inappropriate language on site for the duration of the program.
- Responsibility:** Each staff member is accountable to uphold the values of the Kentwood Parks and Recreation Department. Staff members will take responsibilities for their actions and will present themselves in the best possible manner at all times while dealing with children and parents.
- Commitment:** Each staff member is expected to be to work on time. Failure to arrive on site, on time, more than 3 days will result in dismissal. All vacation and time off requests are expected be requested ASAP to ensure proper staffing. Staff orientation is mandatory.



JOB DESCRIPTION

JOB TITLE:	Recreation Leader	FLSA:	Non-Exempt
DEPARTMENT:	Parks & Recreation	DATE:	3/01/2021
REPORTS TO:	Parks and Recreation Director		
BARGAINING UNIT:	Non-Represented		

SUMMARY:

Provide recreational opportunities for youth during the summer months in Kentwood parks. Staff members will lead children in games, sports, crafts, and recreational activities during the REACH (Recreation Education through Alternative Choices for a Healthier Life) program.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Plans and implements varied, structured, and organized recreational and enrichment activities.
- Completes forms and reports required by the department.
- Supervises program participants, assigned youth staff, and volunteers.
- Plans and leads various activities (e.g. yard games, crafts, sport tournaments and games).
- Interacts positively with all children participating in REACH.
- Responsible for all equipment and supplies.
- Reports issues and concerns to the Supervisor.
- Ensures safety and inclusion of all program participants.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

High School Diploma/GED; AND one (1) year of experience working with children in an education, recreation, or similar program; OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Valid driver's license.

RECREATION LEADER (continued)

Required Knowledge and Skills

Knowledge of:

- Applicable laws, codes and regulations.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skills in:

- Effective verbal and written communication.
- Planning, developing, and implementing activities.
- Establishing and maintaining effective working relationships with co-workers, public officials, community organizations, City staff and the public.
- Using initiative and independent judgment within general policy guidelines.
- Following and maintaining safety standards.
- Following verbal and written instructions.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical recreation setting, use standard office equipment and stamina to sit or stand for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

While performing the duties of the job, the employee may be exposed to outside weather conditions, and rough or uneven terrain, odors, chemicals and dust.