

# **DOWNINGTOWN AREA RECREATION CONSORTIUM**

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## **SUMMER PLAYGROUND LEADER JOB DESCRIPTION**

**JOB TITLE:** **PLAYGROUND LEADER** *(21 years of age & over)*

**DEPARTMENT:** RECREATION      **REPORTS TO:** ASSISTANT DIRECTOR &  
DIRECTOR

**LOCATION:** **DARC Main Office** - 114 Bell Tavern Road, Downingtown, PA 19335  
**Playground Sites** - various schools & parks in the DASD

**COMPENSATION:**            \$9.00/hour base rate for Playground Leaders  
*(higher depending on years of service)*

**PURPOSE:** To assist the Assistant Director & the Director in the coordination of the Summer Playground Program. The regular camp hours are 9:00AM to Noon, Monday thru Thursday. Responsible for the planning, promoting, organizing and administrating of comprehensive indoor and outdoor playground activities. Leaders are encouraged to develop a balanced schedule of events to supplement the activities planned by DARC. These activities should include sports activities, arts & crafts, nature activities, organized games, etc. Everyone is asked to do a variety of tasks on a daily basis: preparing crafts, organizing games, setting up supplies, interacting with the children, and being a positive role model.

### **JOB RESPONSIBILITIES:**

1. Attend and participate in pre camp training programs and staff meetings as scheduled.
2. Report to work and be prepared to receive the participants at the daily starting time. A check in and out procedure will be followed by parents or guardians requiring them to sign their child(ren) in and out each day. Report any children that are not on the weekly attendance sheets to the DARC Office to verify their enrollment status.
3. Supervise participants and facilities at all times.
  - a. Maintain supervision of the entire facility and enforce all camp rules and regulations. ***Keep the areas safe and clean at all times.***
  - b. Maintain discipline. Refer any problem that you cannot resolve or are recurring to the Assistant Director or Director.
  - c. Submit disciplinary action on the forms provided to the Assistant Director or Director within 24 hours of occurrence.
4. Plan, demonstrate, teach and lead a balanced weekly program schedule. DARC will provide the theme of the week calendars and supporting activities, but the Leader, Assistant Leaders, and Counselor's in Training are responsible with planning other activities each and every day. Be prepared by planning rainy day activities that **DO NOT** include the use of a TV/VCR.
5. Keep an accurate inventory of all supplies and equipment.
  - a. Maintain an inventory of all supplies and equipment.

- b. Make sure requisitions for further supplies and equipment are turned in at least a few days prior to the activity.
6. Complete and turn in all written reports/forms as required on time.
  - a. Time Sheets – due every two weeks (*every other Thursday*)
  - b. Attendance Sheets – due at the end of each week
  - c. Supply List – due one week before time needed
  - d. Accident & Incident Forms – due within 24 hours of the incident
  - e. Evaluations of Assistant Leaders & CIT's – due at the conclusion of the camp
  - f. Program Evaluation – due at the conclusion of the camp
7. Promote a teamwork environment among the staff members. Assign duties to Assistant Leaders as well as Counselor's in Training (CIT's) to help the program run smoothly.
8. Work with the other Leaders, Assistant Leaders, and Counselor's in Training (CIT's) to develop effective leadership skills, organizational skills, discipline &/or control of the children and situations, etc.
9. Assure the proper maintenance of the facility and that the structures, areas, and equipment are always in clean and safe condition. Report any areas of concern and/or damage that may have occurred as soon as possible.
10. Attempt to instill in the participants a sense of respect for each other and the property through the activities and your actions as an example or role model.
11. Perform other duties as assigned by the Director &/or the Assistant Director.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- \* Ability to understand, remember, and follow oral and written instructions.
- \* Ability to work independently without constant supervision.
- \* Ability to learn and perform new tasks and show initiative to perform new tasks without direct supervision.
- \* Ability to establish and maintain harmonious relations with the public and all employees.

**MINIMUM QUALIFICATIONS:**

**Age:** Must be at least 21 years of age or have the approval of the Director.

**Education:** Preferably at least two years of study at a college in the field of recreation, elementary education, physical fitness, art, music, drama, or a related field

**Experience:** Leadership role with school age or pre school age children, e.g. scouting, coaching, bible school, etc. Experience with arts & crafts, sports, music, and/or team building activities would be beneficial.

**Maintain First Aid & CPR Certifications.** If you have Lifesaving/Life guarding Certification that will be a plus. *DARC will offer First Aid/CPR courses to give Leaders the opportunity to get certified. If interested contact the DARC Office for more info.*

**Applicant must obtain an Act 34 Background Check, Criminal Background check, and FBI Clearance. Forms are available at the DARC Office. There is a processing fee per form.**