

**DERBY RECREATION COMMISSION  
JOB DESCRIPTION**

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**Position Title:** Recreation Leader      **Department:** Programs  
**Reports To:** Program Coordinator      **Salary Range:** \$7.40-\$9.50  
**Last Updated:** January 2011

**Position Summary:**

Responsible for coordinating a comprehensive summer camp (normally 8:30 am–5:30 pm) recreation program daily from Monday - Friday.

**Qualifications:**

Must be 16. Needs to possess a basic knowledge of fundamental recreational activities. Mature individual with strong work habits. The ideal person will be able to build healthy teaching relationships and implement programs that nurture character and strong athletic and social skills. Must be able to pass a criminal background check. Policy available under employment at [www.derbyrec.com](http://www.derbyrec.com).

**Essential Job Functions (listing most important first):**

1. Supervise a recreational program to include sports, table games, arts and crafts, dramatics, and special activities.
2. Keep accurate daily attendance records and report it on the proper form to the DRC office.
3. Monitor whereabouts of assigned children and ensure safety of children at all times.
4. Deal with behavior issues in an appropriate manner.
5. Work with parents of children in program to ensure good communication and that the outreach program is flexible in meeting the needs of the family.
6. Supervise field trips
7. Wears appropriate staff attire at all times.

**Additional Functions:**

1. Be responsible for all supplies and equipment utilized during program.
2. Works all dates pertaining to the after school and summer program.
3. Attend all program training.
4. Carry out all other duties assigned by the Program Coordinator relating to the program.

**Essential Job Requirements:**

EDUCATION: A high school diploma is preferred.

**EXPERIENCE:** Experience working with children or providing recreational programs is preferred.

**PHYSICAL REQUIREMENTS:** Functions may be performed in an environment that may cause exposure to sun. Need to have the ability to see and hear, sit , stoop, bend and move about. Must possess an audible voice for communication and ability to lift light equipment.

Exempt/**Non Exempt**          Full-Time/**Part-Time**          Permanent/Temporary/**Seasonal**

***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.