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# Leader

## Concession, Field House, Pool, Program and Splash Pad

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### **Job Description**

Under the supervision of the Recreation Supervisor the Leader is responsible for planning, organizing and instruction of comprehensive recreational programming, athletic leagues, parties, special events, training of referees/officials for athletic leagues and/or operation of the concession stands.

### **Qualifications**

Must be able to uphold and enforce Park Districts Policies and Procedures and be able to provide work direction and supervision. Is able to communicate effectively and possess good cognitive skills in order to follow both written and verbal directions. Individual must be able to provide quality customer service by demonstrating adaptability and problem-solving skills. Ability to plan, organize and conduct recreational activities, including instructing participants. Individual must be capable of training and overseeing program support staff. Ability to work with the public is essential. This position also requires CPR, AED, and First Aid Certification.

### **Pre-requisite**

- Cognitive skills to follow both written and verbal direction
- Ability to stand/walk for extended periods of time
- Manual labor; light to moderate lifting
- Ability to work in diverse climate and environment
- Ability to adhere to a flexible work schedule; varying shifts, evening and weekends are necessary
- Must be at least 18 years of age and have a valid Illinois Driver's License

### **Primary Responsibilities**

This person's duties shall include, but not be limited to:

#### 1. Programs:

- The position performs all necessary tasks to organize and deliver various recreational programs and events. Develops, coordinates, and implements recreational activities. Facilitates the delivery of recreation programs through the procurement and tracking of materials and supplies and will perform hands-on service delivery.
- Oversees program participants and guests
- Accountable for inventory maintenance and distribution of materials and equipment
- Maintain program records
- Provides training and guidance of various program activities and ensures safety precautions
- Maintains program attendance records
- Responds to emergency situations, which may include applying first aid or administering CPR/AED and the proper notification and reporting of any accidents/incidents
- Responsible for researching, developing, organizing, and promoting leagues
- Oversees program operations
- Sporting Events: Responsible for systematizing referees and support staff for athletic programs
  - Assign referees and support staff to games
  - Referee or score keep games, if required
  - Assist referees and support staff with accident/incident reports
  - When not refereeing or score keeping, perform assessments of referees, support staff and games
  - Mentor and assist referees and support staff with rule interpretations, strategies to deal with complaints and methods to improve communication

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### 2. Concessions/Field House/Pool/Splash Pad:

- Responsible for opening and closing of various facilities, including set-up, breaking down and clean-up within the Lincoln-Way School Campuses and/or concession stands
- Performs other duties as assigned by supervisor such as counting revenue, facility updates, etc.
- May be responsible for cash handling at specific locations
- Monitors cash drawers to ensure adequate change is available
- Responsible for the transportation of revenue from site location to Administration Building
- Responsible for turning in attendance, waivers, and other reporting to Supervisor
- Accountable for inventory maintenance
- Responds to emergency situations, which may include applying first aid or administering CPR/AED and the proper notification and reporting of any accidents/incidents

### 3. Staff Supervision

- Provides work direction and supervision of support staff and volunteers

### 4. Concessions

- Sells concession items at various events
- Work with appropriate staff members to synchronize concession operation with specific program or event
- Must make sure all equipment is clean, operating properly and in compliance with the Will County Health Department regulations

### 5. Liaison

- Serves as a liaison between Recreation Supervisor and support staff

### 6. Staff Supervision/Training

- Provide appropriate training for staff and volunteers, including the proper food handling procedures if necessary
- Assist Recreation Supervisor with program staffing and handling of activity revenue

### 7. Reporting

- Program updates to Recreation Supervisor