
Leader III

Concessions, Field House, Pool, Splash Pad and Program

Job Description

Under the general supervision of the Recreation Supervisor the Leader III is responsible for planning, organizing and instruction of comprehensive recreational programming or events, performing all duties and facilitation of multiple classes, parties and leagues.

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.
- Provides training and guidance of various program activities and ensures safety precautions
- Oversee program participants and family members
- Accountable for inventory maintenance
- Maintains program 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

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 High School Campuses and/or concession stands
- Sells concession items at various events
- Performs other duties as assigned by supervisor such as counting revenues, facility updates, etc.
- Receives money and makes correct change for patrons
- Monitors money in cash drawer to ensure adequate change is available
- Responsible for the transportation of revenue from location to Administration Building
- Responsible for attendance, waiver and other reporting to Recreation 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