
Leader IV

Activity, Concession and Program

Job Description

Under the supervision of the Recreation Supervisor the Leader IV is responsible for planning, organizing and instruction of comprehensive recreational programming, athletic leagues or 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 21 years of age and have a valid Illinois Driver's License
- Specialized certification, college degree or 10 years of experience in the program is required

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
- 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

2. Activities:

- Responsible for researching, developing, organizing, maintaining and promoting leagues
- Program maintenance; insure program information in registration system is current and accurate
- Oversee program operations
- Accountable for inventory maintenance and distribution of materials and equipment
- 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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3. Concessions:

- Work with appropriate staff members to synchronize concession operation with specific program or event
- Accountable for inventory maintenance
- Must comply with cash handling procedures and responsible for the transportation of revenue
- Must make sure all equipment is clean, operating properly and in compliance with the Will County Health Department regulations

4. Liaison

- Serves as a liaison between the Recreation Supervisor and/or Food & Beverage Manager and support staff

5. 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

6. Reporting

- Program updates to Recreation Supervisor