

**Town of Orleans
Recreation Department
Job Description
Seasonal Summer Playground Program Instructor**

Definition:

Oversees and cares for a group of children. Stays with the children and is responsible for the general welfare of their group of participants. Lead the participants to activities throughout the day and participate with them in all program activities.

Supervision:

Responsible to the Program Director, Asst. Program Director and Recreation Director.

Job Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud when in the field.

Essential Functions:

- Educates participants and enforces program rules, policies and procedures.
- Recognizes and alerts supervisors of unsafe or unhealthy circumstances.
- Recognize and respond to opportunities for problem-solving in the group.
- Develop opportunities for interaction between participants and staff.
- Provide opportunities for the group so that each individual experiences success during the program.
- Provide opportunities for discussion of individual or group problems or concerns.
- Guide unit groups and individual participants in participating successfully in all aspects of program activities.
- Carry out established roles for supervising participants' health and safety.
- Carry out established roles in enforcing participant safety regulations.
- Develop and implement unit activity plans with participants as appropriate.
- Supervise all assigned aspects of the participant's day, including activities, clean-up, mealtimes, and drop-off and pick-up.
- Instruct participants in emergency procedures such as fire drills, evacuating due to weather or safety circumstances, etc.
- Assist the participants in planning their participation in unit-wide or program-wide programs, special events, and activities.
- Assist in teaching or leading an activity as assigned.

Recommended Minimum Qualifications:

Desire and ability to work with children outdoors
Ability to relate to one's peer group
Ability to accept supervision and guidance
Ability to teach all program activities
Good character, integrity, and adaptability
Enthusiasm, sense of humor, patience, and self-control
CPR, First Aid Training preferred.
POSITIVE ATTITUDE!!

Necessary Knowledge, Ability and Skills:

Certification as above and Department Policy and Procedure as set forth by the Manual.
Maintain open lines of communication with others
Positive Attitude
Enforces rules in a professional manner
Deal with volatile situations with professionalism

Physical Requirements:

Maintains own good physical condition, good vision and auditory skills, Swim
Ability to move and maintain all equipment.

