



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. **Name of Position:** THRIVE Recreation Team Leader
- II. **Organization Unit:** Administrative Division – Assigned to Special Projects Manager, Mobile Rec, Summer Pop-Ups with WCPL
- III. **General Summary:** Will be working with the Mobile Recreation Program, a partnership of Warren County Parks, W.C. Board of Education, and W.C. Public Library (WCPL) to provide recreation activities to various camps and locations per week. Will be conducting, supervising, and interacting with youth and adults in various passive, craft, and active games and recreational activities.
- IV. **Qualifications:** Must be at least 16 years old and enjoy working with children.
- V. **Special Work Conditions:** Working outdoors is required.
- VI. **Position Wage:** Rate of pay is \$13.00/hour. Seasonal April – August 20 hours per week
- VII. **Employee Classification:** Non-Exempt
- VIII. **Essential Job Functions:**
  1. Provide, conduct, and supervise various recreational activities and games to a variety of ages and cultures.
  2. Be able to teach basic recreational games and activities.
  3. Coordinate weekly event schedules with Special Projects Manager to ensure program sites are prepared for activities.
  4. Be able to be flexible and adapt to the interests of youth involved in the program.
  5. Be adaptive, enthusiastic, flexible and have the ability to work with large groups of children.
  6. Drive the THRIVE van to various summer pop-up locations.
  7. Supervise and lead WCPL hired staff and participants in activities and games.
  8. Be motivated and have a positive attitude.
  9. Work in various weather conditions, including heat and humid conditions.
  10. Be punctual and work as an effective team with other recreational / school-based staff members.
  11. Have effective communication skills and the ability to handle stressful / large crowd situations.
  12. Have effective organizational skills for tracking, inventorying various program supplies, and requesting additional materials as needed through chain of command.
  13. Complete any other duties as assigned by Special Projects Manager.
- IX. **Verification of Understanding Position:** By signing this job description, I agree to perform the tasks outlined within, and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

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WCPRD Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director WCPRD Signature

\_\_\_\_\_  
Date