

# Job Description

## RecXtra Head Leader

**FUNCTION:** The immediate supervisor in charge of the RecXtra Afterschool Program.

**SUPERVISION:** Reports directly to the Program Supervisor.

### EXAMPLES OF DUTIES:

- Supervise Leaders
- Responsible for the building key
- Must provide supervision and direction to the children and youth assigned to the group. Shall supervise group activities all hours children and youth are present.
- Plan, organize, and implement programs and activities for children age 6-12.
- File daily reports.
- Administer any medications to children.
- Make sure doors are locked and destinations are posted when leaving site.
- Attend weekly staff meetings.
- Maintain good public relations.
- Cooperate with co-workers and with administration.
- Enforce all Emporia Recreation Commissions policies, rules, and regulations.

### QUALIFICATIONS:

- Applicant should have a pleasing personality, courteous and friendly toward all patrons, perform duties and be knowledgeable of the Emporia Recreation Commission principles and practices of facility rules, policies, and procedures. Applicant must be a responsible individual with a genuine concern for the public's safety with the ability to recognize and possibly prevent a dangerous event from occurring.
- Applicant must be at least 18 years of age or older and at least 3 years older than the oldest youth in the program and certified in CPR and First Aid.

### EDUCATION:

Applicant must possess a GED or High School Diploma. Health, Physical Education, Recreation or Elementary Education majors preferred.

### EXPERIENCE:

Must demonstrate the following

- Knowledge of child and youth development.
- Knowledge of licensing regulations applicable to the program.
- Administrative and supervisory skills.
- The ability to communicate clearly.

- The competence to manage the program in compliance with the program policies, the program plan, and these regulations.
- Part-time/Seasonal position.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

- Requires prolonged walking, sitting or standing.
- Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Requires stooping, kneeling, crawling, bending, turning and reaching.
- Requires climbing and balancing.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- Must work in and around dust, fumes and odors.