



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
SCHOOL AGE PROGRAM LEADER
(RECREATION PROGRAMS DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under close supervision, this position assists facilitating the positive development of children within a licensed child care program. Reports to an Assistant Recreation Center Supervisor.

ESSENTIAL JOB FUNCTIONS

Assists with planning, developing, and conducting age appropriate recreational activities for 20 to 125 children to include daily activities, trips, special events, and classes; builds positive relationships and interacts with children to positively impact their development. Assists with monitoring facilities and activities to maintain structure, safety, and a clean environment; ensure participants follow the center's rules and guidelines; takes appropriate action when needed. Prepares required documentation as necessary. Sets up and breaks down equipment for various events and activities.

May serve as a chaperone for trips and outings.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Recreational Programming - Basic knowledge of recreational programming and recreational facility operations.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.
- Customer Service - Considerable knowledge of principles and processes for providing customer service.

REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and citizens.

- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand. Excellent ability to listen and understand information and ideas presented verbally or in writing.
- Mathematics - Ability to perform basic arithmetic applications.

EDUCATION AND EXPERIENCE

Must be at least 18 years of age. Requires a high school diploma and 6-9 months of related programmatic experience, or an equivalent combination of education and experience that meets the standards established by Virginia Code section 22VAC40-185-190.

ADDITIONAL REQUIREMENTS

Requires a comprehensive background investigation to include a local, state, and sex offender criminal history check as well as FBI Fingerprinting.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

A valid driver's license with an acceptable driving record may be required.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, humidity, weather, temperature and noise extremes, hazardous materials, water hazards, or infectious disease.