

## Site Coordinator – Mary Jane Lee Playground

### Summary:

As a Site Coordinator at Mary Jane Lee Playground, you will be acting as a role model for the participants and staff. Your main focus will be safety, but you must balance this with energy and excitement. You will spend most of the day interacting with youth, staff and parents. You will be working with the Activities Coordinator on a regular basis, who will help you make sure everyone at the playground is having a positive and memorable summer experience. The Mary Jane Lee is a free program that provides a positive outlet for the surrounding neighborhood and community.

### Responsibilities:

- Active involvement in the operation and delivery of the playground program.
- Assist with planning and implementing programs.
- The program runs from 10:00-4:00. .
- Ensure that craft, equipment and gear is cared for and resupplied when needed.
- Assist with training, weekly staff meetings and supervising staff under the guidance of the Activities Coordinator.
- To be responsible for all on site paperwork to include, but not limited to registration forms and updated parent contact information.
- Assist parents with questions and or concerns to ensure satisfaction.
- Responsible for filling out all incident and accident reports.
- Fill in as an instructor in their absence.
- To accompany groups on all off site walking trips, including swimming at Forest River.
- To be fully aware and knowledgeable on the Emergency Action Plan.
- To report and negative behavior or incidents to the Activities Coordinator.
- Other duties as assigned.
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### Knowledge, Skills and Abilities:

- Self- motivated and a passion for improving yourself and assisting others
- A strong interest and ability in science, music, crafts, games and or other activities.
- Proficient communication and teamwork skills.
- Minimum 3 years' experience working with youth in a recreational or educational setting.
- First Aid/CPR is a plus, but will provide training.
- Preference to those who speak English and Spanish.

### Work Environment:

Summer programs are held outdoors each day. Occasionally must lift up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Deadline:

Any person wishing to apply should do so, via email to [parkrecjobs@salem.com](mailto:parkrecjobs@salem.com) no later than the close of business day, May 6, 2106.

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