

Site Coordinator –Playground Program

Summary:

As a Site Coordinator at two different playgrounds, 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. This program is BRAND NEW and we are excited to watch this program grow. JOIN US!

Responsibilities:

- Active involvement in the operation and delivery of the playground program.
- Assist with planning and implementing programs.
- The program runs 9:00-12:00 and 1:00- 4:00. .
- You will be reimbursed for travel to the second playground.
- 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 our all incident and accident reports.
- Fill in as an instructor or Site Coordinator from any of the Park and Recreation summer programs 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.

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. Needs to have the ability to travel from one work site to the other.

Deadline:

Any person wishing to apply should do so, via email to parkrecjobs@salem.com no later than the close of business day, May 6, 2016.

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