Program Leader
REC & U Before and After School Program

Qualifications

- High School Degree or Equivalent (for Site Leader)
- Experience working with children preferred
- Minimum age eighteen (18).
- Ability to maintain effective working relationships with students and staff
- Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing

Responsibilities

- Provides direct supervision of students
- Ensures safety, security and care of children
- Facilitates a variety of recreation and enrichment activities for youth that meet the needs, interests and abilities of all students
- Prepares creative, hands-on interactive, and engaging lesson plans that meets the needs of all students
- Implements emergency procedures and first aid when necessary.
- Takes attendance, distributes snacks, oversees use of facilities, materials and equipment
- Documents accidents and injuries and completes accident reports
- Identifies student misconduct; completes incident reports
- Assists in keeping program areas neat, clean, and organized.
- Maintains professionalism regarding park, school, and program affairs.
- Responsible for the organization and security of work and program areas during program hours
- Uses a variety of materials resources, and experiences to enrich student learning, and develops and implements short-term and long-term plans for enrichment activities
- Builds positive relationships with teachers, aides, building administrators, and park staff to drive collaboration and program success
- Stays acutely aware of progress of program activities and emerging issues across the REC & U program and its youth participants and informs the coordinator of developments that impact or change the direction of programmatic priorities.
- Performs other related duties as assigned.

Reporting

- Reports to the REC&U Program Assistant and Director of Recreation

Length of Employment

- Length of employment is for the 2012-2013 school year
- Must be available for Before Care (6:30am – 9:00am) and/or After Care (3:00pm – 6:00pm) during regularly scheduled MCSC school days

Essential Responsibilities

- Assists in planning and implementing the afterschool program.
- Provides oral and written reports to the Park District and Mooresville Consolidated School Corporation
- Follows established procedures and policies for operation of the afterschool program.
- Establishes and maintains communication about student needs and aspects of the afterschool program.
- Maintains records needed for program administration.
- Performs other duties as assigned.

Special Requirements

- Background check
- Submit to drug test and TB test

Salary

- $8.00/hour - $10.00/hour

How to Apply

- Complete application and submit to Mooresville Park & Recreation District.
  Applications available at www.mooresville.org/park
  Email or mail to:
  Kris Wilson, Director of Recreation
  kwilson@pdswireless.com
  Mooresville Park & Recreation District
  1101 N Indianapolis Rd
  Mooresville, IN 46158
- Positions will be available until filled

Statement of Nondiscrimination

The Mooresville Park & Recreation District is an Equal Employment Opportunity Employer providing equal employment opportunities without regard to race, color, sex, age, religion, or national origin. This policy also includes the handicapped and all disabled Vietnam-era veterans. The Mooresville Park & Recreation District utilizes only job-related criteria in making decisions concerning applicants and employees.