



## GREENFIELD PARKS AND RECREATION

280 North Apple Street

Greenfield, Indiana 46140

Park's Phone: 317-477-4340 Senior's Phone: 317-477-4343

FAX: 317-477-4341

Website: [www.greenfieldin.org](http://www.greenfieldin.org) Email: [parks\\_rec@greenfieldin.org](mailto:parks_rec@greenfieldin.org)

**JOB DESCRIPTION: Recreation Leader (focus on age 3-5 athletics)**

**DEPARTMENT: PARKS & RECREATION DEPARTMENT**

**HOURS OF WORK: Wednesday 6-7 PM (additional days times can be possible)-6 wk sessions**

**SALARY: \$10.00/hr – no formal employee benefits**

### ESSENTIAL FUNCTIONS

Serve as a Staff Member for Greenfield Parks and Recreation. Report to the Recreation Program Director. Open and prep facility program area. Clean and set up as needed. Greet participants and their family members each class to explain the schedule for each day. Address any class related topics and answer any questions.

Lead, demonstrate, and assist children ages 3-5 in basic stretching and/or sport motor development skills. Demonstrate, lead, and assist children in tumbling skill and/or sport motor development stations. Sport Motor Development skills can include Throwing, Kicking, Catching, etc. Lead 45 minute to 1 hour Sport Instruction in *VERY BASIC* programs like Karate, Kickball, Tennis, Lacrosse, Golf, etc. As needed, complete all needed/required Parks Department documents. Formally dismiss the class when speaking to the participant families and give them information about the next class/session. Clean and tear down program area/equipment at the conclusion of each class. Close and prep facility program area. As needed, properly secure the program area and the facility as a whole. Evaluates participants on skill development. Provides feedback to class participants and parents. Provide a safe environment for all participants; enforce all safety and building rules. Attend all meetings as required. Perform all duties as assigned.

### RESPONSIBILITIES AND DUTIES

Adhere to Greenfield Parks and Recreation Department's policies and regulations. Report any program problems to the Recreation Program Director. Make phone calls to participants for program cancellations, updates or changes. Prefer a basic background with participation and/or leadership of sports, sport participation, and recreation programs/activities. Previous recreation activity management experience with children is desired. Be able to effectively lead and demonstrate the skills listed in the above section. Prefer at least one (1) year experience in working with athletic leagues/recreation settings, planning, organizing, and conducting simple recreation activities and games. Prefer knowledge of the basic Rule of Play standard to sporting games. Communicate effectively with participants and participant families. Reliable transportation is must. Knowledge of the proper use of recreation equipment and materials is preferred. Properly maintain program facility and equipment as needed and directed by the Recreation Director. Perform all other duties as assigned. Regular attendance is required.

### PHYSICAL DEMANDS

While performing the duties of this job, the Employee is frequently required to walk, sit, talk, or hear. The Employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The Employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The Employee must occasionally lift and or move objects up to and over 50 lbs. Specific vision abilities required by this position include close vision, color vision, and the ability to adjust focus. While performing the duties of this job, the Employee occasionally works in outside weather conditions and may be exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.



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## Employment Agreement

### EMPLOYMENT STIPULATION(S)

**Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with our without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed with or without cause, and with or without notice, at any time by the Greenfield Parks Department.**

**IMPORTANT-You will be evaluated to some degree at all times. It is our responsibility to put the participants first. Be professional and know that there is a positive reason for everything that we do.**

**By signing this document, you are agreeing that you have received a copy of your position's job description**

**The Greenfield Parks and Recreation Department wishes to thank you for your past and/or future services as a Program Instructor (if hired).**

**You may accept this letter/agreement portion, which is not a "contract" of employment, as reasonable assurance that you will be re-employed for the next program season/session/post-break time (if initially hired). Although this serves as a potential reasonable assurance, there is no guarantee of employment at any time with the Greenfield Parks and Recreation Department. Any hired applicant may be terminated or suspended at any time. All hired applicants agree to conform to the Greenfield Parks and Recreation rules and regulations. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the Employee's or the Greenfield Parks Department option. Terms and conditions of employment may be changed, with or without cause, and with or without notice, at any time by the Greenfield Parks Department.**

**Employee Name (Print Name)**

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**Employee Signature (Sign Name)**

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**Date** \_\_\_\_\_