

Shore Aquatic Center SPARK Squad Leader

NATURE OF WORK: Under the direction of the Shore Aquatic Center Manager and SPARK Squad Coordinator, SPARK leader(s) will provide quality after school programming for youth in grades K-6. Spark Squad Leaders work a part-time, flexible schedule and adhere to policies and procedures of the Shore Park District.

ESSENTIAL FUNCTIONS: The following duties are the main responsibilities of the SPARK Squad leader position. This list is not all-inclusive and additional duties may be assigned as needed.

1. Lead and/or assist in teaching a variety of lessons and activities for all range of ages and abilities.
2. Maintain students' safety during afterschool care.
3. Be a proactive participant as a leader when not leading activities or lessons.
4. Assist in maintaining class rosters and parent's updates, citations, and brag slips.
5. Enforce and educate students about facility rules and reasons for them.
6. Communicate with the SPARK Coordinator about issues with participants and other staff.
7. Be able to assemble equipment in advance of each lesson or class.
8. Accurately answer questions related to SPARK Squad programming, answering parent questions, and give out information about upcoming events. Redirect serious complaints and concerns to the supervisor on duty.
9. Attend inservice and other trainings as assigned.
10. Maintain current certifications in CPR/F.A.

WORKING CONDITIONS & PHYSICAL DEMANDS:

SPARK Leaders work a part-time flexible schedule where hours may vary, depending on need of the program. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop.

MINIMUM REQUIREMENTS:

- **Must be at least 16 years of age.**
- Must pass National Adult/Child Abuse records check prior to hire.
- Available 2-6 p.m. M,W-F during school year. 1:30-6 Tu

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of District policy and procedure.
- Ability to effectively assist in managing a class of 5 to 10 students.
- Ability to prepare detailed lesson plans for a variety of programming activities for all ages and capabilities.
- Ability to communicate effectively both verbally and in writing.
- Ability to be enthusiastic, positive, and maintain a good rapport with students of all ages.
- Ability to establish and maintain effective working relationships with co-workers and serve the public in a polite and friendly manner.
- Ability to prepare and maintain records in an accurate and timely manner.
- Ability to follow and give instructions.
- Serve as a role model to youth and fellow co-workers.