

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Teen Programmer
FLSA Status: Non-Exempt

Dept.: Parks, Recreation, and Cultural Services
Reports to: Recreation Specialist

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Under the direction of the Recreation Specialist, the Youth Program Assistant develops programs, provides direct leadership for program participants, and serves as the on-site lead staff person for assigned programs.

Essential Functions

Program Leadership

- Provides inspired and enthusiastic leadership, support, and mentoring on-site for program participants.
- Monitors participants' behavior to assure a positive and safe program environment.
- Provides transportation using City van for after-school and trip programs.
- Develops positive relationships with participants, parents, co-workers, school staff, and general public.
- Sets up and takes down rooms for program implementation; provides facility clean-up as needed.

Staff Leadership

- Supports and models the identified vision, values and behaviors of the organization.
- Serves as lead staff for assigned programs.
- Assists with selection, oversight, and evaluation of program part-time staff and volunteers.
- Develops and conducts orientation and on-going training for staff and volunteers.
- Assists with preparing staff and volunteer work schedules.

Program Administrative Support

- Develops and implements monthly calendar of scheduled activities.
- Develops new components for assigned programs based on participant and parent input, research, and trends.
- Assists in the assessment of community recreational and facility needs and interests.
- Submits weekly reports to Recreation Specialist.
- Completes facility and/or vehicle safety check prior to each program occurrence.
- Checks school facility condition following programs held on school sites.
- Develops visual and on-line program promotional documents.
- Delivers and distributes program-related promotional materials.
- Completes program evaluations and/or related participant quality assurance measures.
- Administers First Aid/CPR for minor injuries; follows Department procedures for all accidents and incidents.
- Maintains inventory, demonstrates safe use, and recommends purchase of program supplies.
- Operates appropriate office equipment.
- Communicates effectively orally and in writing to a wide variety of internal and external customers.
- Performs other related duties as assigned.

Secondary Functions

- Assists participants with program registration requests.
- Assists Parks, Recreation, and Cultural Services Department staff with special events as needed.
- Attends training workshops as required.
- Serves on and participates in various employee committees.

Job Scope

This position involves frequent new and varied work situations with a moderate degree of complexity. Incumbent operates from specific and definite procedures with a moderate level of supervision.

Supervisory Responsibility

Directly and indirectly leads program staff and volunteers; recommends personnel actions, arranges and provides training; assigns and prioritizes work; and assists with performance reviews.

Interpersonal Contacts

Works with program participants and their families, the Parks, Recreation, and Cultural Services department staff, school staff, affiliate community agencies, volunteers, the general public, and others as authorized.

Specific Job Skills

Knowledge Of:

- Recreational interests, needs, and behavioral characteristics of target population.
- Program leadership for two or more of the following interest areas: visual arts, music, theater, dance, sports, outdoor recreation, games, and/or other healthy activities.
- Respectful communication skills.
- Unique recreation program ideas for program participants, including how to keep programs fresh and innovative.
- Burien's ethnically diverse and culturally-specific communities, which may include immigrant and first generation refugee populations.
- Organizational components necessary to implement successful special events and trips.
- Strong staff leadership and motivational skills.
- Word, Excel, Class, Access, Outlook and/or other related software programs.

Ability To:

- Genuinely enthuse and lead program participants in the arts, sports, outdoor recreation, games, and other interest areas.
- Show respect for participants and a strong understanding of issues that affect their daily lives.
- Serve as a strong role model and mentor.
- Foster life skills readiness, including ability to facilitate discussions on issues (safety, health, substance abuse, violence prevention, etc.)
- Effectively provide outreach to new program participants.
- Create a consistently supportive, enriching program environment.
- Establish and maintain cooperative working relationships in a team environment with staff, participants, community agencies, and volunteers.
- Be a good listener while conveying a friendly, open, and accepting attitude.
- Be organized to successfully implement program ideas.
- Show patience and be perceptive to the ever-changing needs of participant population.
- Be helpful and courteous to school staff.
- Be dependable and trustworthy.
- Work frequent weekend, evenings, and other irregular hours.
- Perform custodial and/or light maintenance duties.

- Effectively respond to emergency situations and apply First Aid and CPR when necessary.
- Interpret and apply rules, regulation, policies, and procedures.

Mental Abilities:

Position requires continuous decision making, interpersonal skills, teamwork, creativity, customer service, use of discretion, mentoring, and the ability to read, write, understand, and speak English; occasional train/supervising and independent judgment and/or action; and rare presentations/teaching, problem analysis, negotiation and performance of basic and advanced math.

Physical Abilities:

Position requires continuous standing, walking, talking, and hearing; frequent reaching, bending, and repetitive motions of feet; occasional stooping, sitting, fingering, handling, and repetitive motions of hands and wrists; and rare crawling, kneeling, and climbing. Incumbent must be able to push, pull, lift, and carry 25 pounds.

Education and/or Experience

One year of experience leading or teaching youth programs, with one year of college coursework in Recreation, Education and/or related field. Any equivalent combination of education, training, experience, knowledge, and abilities which would allow individual to perform the duties of the position will be considered.

Special Requirements

- Must be 21 years of age or older.
- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Valid First Aid and CPR Certification.
- Ability to obtain a public health department food handler's permit.

Job Conditions

The Youth Program Assistant works directly with the program participants at various locations, including but not limited to neighborhood schools and other off-site locations. A high degree of physical mobility is required to provide supervision of events. Ability to work a flexible schedule, including evenings and weekends, is required.