



**Job Title:** Youth Recreation Lead Facilitator  
**Department:** Sheridan Recreation District  
**Job Type:** Seasonal/Part-time 40hrs per week or less  
**Benefits:** This is a non-benefited position  
**Payrate Range:** \$14.00-\$17.00 DOE  
**Supervisor:** Outdoor Recreation Supervisor

### **ESSENTIAL JOB DUTIES**

The Youth Recreation Lead Facilitator will be able to help the district in an assortment of different ways. The Youth Recreation Lead Facilitator will manage, supervise, and participate in camp-wide programming activities with campers of different ages for 8 weeks during the summer, as well as helping with other programs as necessary.

### **JOB DUTIES/TASKS**

- Adhere to safe work practices and procedures.
- Safely operate all vehicles and other job-related equipment.
- Establish and maintain harmonious working relationships with other employees, supervisor, and the public.
- Observe applicable safety requirements, support all policies, safety regulations, and guidelines established by the Director and/or Recreation Board.
- Knowledge of policies, procedures, and practices of facilitating recreation programs, including program development and implementation, staff management, training, and risk mitigation.
- Facilitate and manage camp activities for up to 15 youth participants.
- Ability to resolve conflicts with facilitating outcomes while maintaining a calm demeanor.
- Ability to lead and work with both adults and youth of all ages.
- Oversee and assist with various programs and events offered by the department, including but not limited to: youth programming, adult programming and youth and adult tournaments.
- Greet patrons and attend to the individual needs of each activity.
- Communicate with participants and families, responding to inquiries and providing important program information.
- Work co-operatively with other Leads and Facilitators to ensure campers are safe, while maintaining adequate health and hygiene measures.
- Build relationships with all campers by showing compassion, empathy and understanding.
- Take roll call at the beginning and end of every activity.
- Provide positive feedback for parents.
- Assist in various recreation programs such as: sports, outdoor activities, arts & crafts, games & activities, etc.
- Maintain equipment on site, including set up, tear down, cleaning and transporting to different locations.



- Assist in advanced recreational programs such as rock climbing and kayaking.
- Promote safety and positive sportsmanship for participants.
- Maintain recreation equipment and supplies to ensure safety for participants.
- Maintain and promote a safe and positive environment for staff and participants.
- Lead and support recreation staff with facilitating various recreation programs.
- Plan and implement various tools, ideas, and facilitated activities for recreation staff to use at the spur of the moment.
- Manage recreation group dynamics.
- Participate in training workshops held prior to camp sessions.
- Other duties as assigned by the Supervisor.

### **SUPERVISORY RESPONSIBILITIES**

- Directly supervise the Youth Recreation Facilitators.

### **WORKING CONDITIONS**

- Positions require the ability to lift 50 lbs. or less.
- Work environment may involve occasional exposure to unavoidable seasonal weather conditions, occupational hazards, biohazards, and physical risks, which require following basic safety precautions.
- Duties may require driving Sheridan Recreation District vehicles to transport youth of all ages to various recreational sites and facilities.

### **MINIMUM QUALIFICATIONS**

- CPR/AED Certification, or the ability to obtain within two weeks of hire, required.
- Wilderness First Aid Certificate, preferred.
- Current Wyoming Driver's License with a verified acceptable driving record.
- Ability to work weeknights and weekends as needed.
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees.
- Ability to work well with children and parents.
- Ability to communicate effectively with parents, other Facilitators and campers.
- Ability to motivate others towards learning new skills.
- Ability to demonstrate responsible, ethical and professional conduct.
- Ability to provide support and instruction to others.
- Experience or education in working with children.
- Any combination of training and experience equivalent to one (1) year recreation experience or another relevant field.
- Ability to pass a background check if over 18 years-old.
- Minimum age for this position is 17 years-old.