



Director of Fun

Reports to: Director of Activities

Supervises: Compass Room Coordinator, Youth and Camp Coordinator, Children's Program Associates

Education and/or Experience

- Must be at least 18 years of age.
- High School Diploma or GED is required.
- Associate's degree in Early Childhood Development, Elementary Education, Applied Psychology, or Parks and Recreation preferred.
- At least one year of experience working with youth and/or previous life and work experience which reflects the ability to provide supervision and support to youth and their families.

Job Knowledge, Core Competencies and Expectations

- Ability to generate clear and comprehensive reports.
- Ability to utilize computers.
- Understanding the development needs of youth.
- Ability to relate to youth and adults in a positive and professional manner.
- Ability to establish and maintain effective working relationships with employees, participants, and the general public, and to deal with customer relations problems effectively, courteously, and tactfully.
- Demonstrate basic level knowledge and skill in designated youth program areas.
- Knowledge of the principles, practices, and philosophy of modern recreation with emphasis in the area of assignment.
- Bring passion for the outdoors, the arts, or other activities to the position and share that enthusiasm with the youth.
- Support youth via engaging and diverse programming, recreation, leisure activities and hobbies.
- Ability to provide leadership in coordinating and promoting recreation and social and cultural activities.
- Provide supervision and mentorship for youth including role modeling appropriate behavior interactions, redirection and crisis management.
- Requires being alert to and anticipating situations that would compromise the youth's physical or emotional well-being.
- Knowledge of first aid and safety.
- Knowledge of and ability to perform required role during emergency situation.



Job Summary (Essential Functions)

Plans, promotes, and supervises various recreation, social, cultural, and education activities at the Club facility and/or plans, organizes, schedules, coordinates, and presents specialized recreation and education programs. Supervises, trains and directs personnel in the operation of a facility and/or in the administration of recreation programs and services. Instructs, participates and leads various segments of a recreation program. Stimulates interest and participation in recreation programs, and services through contacts and liaison with interested groups and individuals. Maintains and administers all forms, reports and records necessary for the accountability and evaluation of programs and services. Collects and accounts for special fees. Adheres to guidelines and enforces policies and procedures. Utilizes computers to generate correspondence, reports and fliers. Assists in budget preparation and monitoring. Requisitions supplies and materials. Arranges for and/or performs necessary maintenance. Performs related tasks as assigned.

Job Tasks/Duties

- Apply basic youth development principles through communication, relationship development, and respect for diversity, involvement and empowerment of youth.
- Supervise assigned youth and all areas of program utilization. Closely monitor arrivals, departures, and absences of all participants.
- Maintain documentation, participation records, and uphold program policies and practices in compliance with state requirements.
- Evaluate performance and document youth progress.
- Actively participate in the development and implementation of engaging program lessons and activities for youth within the Club's mission that utilize but are not limited to the following areas: values, storytelling, games, drama, arts and crafts, multi-cultural activities, and sports/fitness.
- Facilitate skill building and support groups including but not limited to homework help and workplace readiness.
- Practice negotiation, cooperation, and collaboration with students towards the program's goals.
- Connect the program's policies to day-to-day operations and personal decision making.
- Be aware of and implement all applicable health and safety regulations and guidelines.
- Maintain high standards of health and safety in all activities for youth.
- Be alert of youth needs and assisting them with personal and/or health problems, discuss with General Manager when appropriate.
- Provide support for youth engaging in unsafe behaviors.
- Responsible for leading or assisting with the teaching of activities.
- Provide for a progression of activities within the framework of individual and group interests and abilities.
- Assist in program areas such as waterfront or nature as directed.
- Be a role model to youth in your attitude and behavior including but not limited to attendance, respect, honesty, caring, responsibility and sportsmanship.



- Represent the Club when interacting with parents and community members.
- Celebrate youth successes, reinforce positive behavior, and encourage growth from adversity.
- Provide parents appropriate feedback and information as needed.
- Provide support while setting firm limits.
- Escort youth to program activities.
- Enforces safety rules and guidelines.
- Run errands and provide clerical work as needed.
- May have responsibility for support function, such as equipment maintenance, planning.
Stocking inventories of food or supplies
- May serve in a lifeguard capacity at pools.
- Attends staff meetings.
- Participates in short and long-range planning.
- Completes other appropriate tasks as assigned by the General Manager and Director of Family Programs, Aquatics, and Wellness.

Licenses and Special Requirements

- Possession of a valid driver's license.
- Motor Vehicle Background Check.
- Red Cross Lifeguard certification.
- CPR/First Aid and AED certification.
- One year full time experience in organized recreational work.

Physical Demands and Work Environment

- Requires constant standing, walking, bending over, stooping, kneeling, crawling, stretching and lifting to tend to the youth's needs and provide a clean environment.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activity.
- Requires hand-eye coordination and manual dexterity to manipulate outdoor equipment and implement activities.
- Setting maybe noisy and cluttered at times.
- Daily exposure to the elements.
- Frequent repetitive motions.
- Use ladders when required.
- Push, pull and lift 50 pounds.
- Job has the potential to expose the employee to human blood pathogens or infectious materials.

Contact Information

Please send resume to:

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