

## POSITION DESCRIPTION

### QUINCY PARK DISTRICT

Position Title: Special Population Leader

Department: Recreation

Unit: Special Populations

#### BASIC FUNCTION

**Under the direction of the Special Population Supervisor, the Leader is responsible for some planning, organizing, and supervising program participants.**

#### SPECIFIC RESPONSIBILITIES

1. Assist the Special Populations Supervisor in planning and supervising a schedule of activities to meet the needs of the participants within a variety of age groups.
2. Assist in planning and implementing the Special Populations Carnival.
3. Assure the proper use of equipment and supplies and return after use.
4. Implement daily and weekly schedule of activities.
5. Report necessary maintenance for playground areas and equipment.
6. Organize teams and groups for special activities scheduled in the program outline and maintain good sportsmanship among participants.
7. Organize and lead groups in activities such as community singing, dramatics, dancing, arts and crafts, games and athletics; prepare and issue necessary materials for activities.
8. Supervise or monitor play on playground equipment, swings, and slides to maintain order and prevent accidents.
9. Handle Special Population playground emergencies such as injuries and disturbances according to Park District policy; complete necessary forms accurately.
10. Attendance/participation and supervision of Park District adult sponsored dances.
11. Assist co-workers as needed.
12. Act as liaison between the Recreation Department and the community.
13. Follow Park District goals, purposes, policies and practices.

14. Attend staff and professional meetings.
15. Submit accurate records.
16. Perform other duties as required or assigned.

#### KEY CONTACTS

1. Reports to Special Population Supervisor.
2. Special Populations Supervisor reports to Recreation Supervisor.

#### DESIRABLE EDUCATION AND EXPERIENCE

Preferred knowledge, skill and mental development equivalent of two to four years of college with course emphasis in recreation, general education or special education.