

# Youth Summer Program Leader Job Description

## Description:

Under supervision of the City Treasurer and the Youth Summer Program Committee, the Program Leader will be responsible for the daily operation of the Summer Youth Program and to preform related supervisory duties pertaining to the Youth Summer Program.

The Program Leader will be responsible for being the main supervision over those who attend the Youth Program as well as any seasonal support staff that is hired to assist in program operations. During hours of operation, the Program Leader will act in the best interest of the City following all City policy and procedure.

## Duties:

Program Leader will be responsible for obtaining liability waivers, staff timecards, sign in sheets for attending youth, and general oversight of the daily operation of the Summer Youth Program as well as other duties pertaining to this program. This individual will be responsible for monitoring attendee safety in regards to circulating the stations/activities accordingly as well as providing additional supervision where needed at the location.

The Program Leader will be responsible for getting documents to City Hall as required. The individual will coordinate with the appropriate City personnel to secure the pool building, bathrooms, equipment, etc.

## Requirements:

- Must be 18 years of age or older
- Possess a CA Driver's License
- Clean Drug Screening (City will provide upon employment opportunity)
- Live scan Fingerprint (City will provide upon employment opportunity)
- CPR/First Aid Training Certificate of Completion (Online Acceptable)