

Location

18701 North Silverleaf Drive, Scottsdale, AZ 85255

Important Notes

Must be able to work nights and weekends

Part-time (seasonal/regular) Approx. 15-20/25 hours a week

Willing to work around school activities/schedule schedules

Hours of Operation

Thursday 4:00-9:00pm

Friday 4:00-9:00pm (10:00pm once a month)

Saturday 9:00am-9:00pm (10:00pm once a month)

Sunday 9:00am-8:00pm

Hourly Rate

\$10.00 per hour

~ SCROLL DOWN FOR APPLICATION

YOUTH ACTIVITIES LEADER

JOB DESCRIPTION

DIVISION: Silverleaf Club
DEPARTMENT: Administration
REPORTS TO: Youth Activities Coordinator
STATUS: Non-Exempt

JOB SUMMARY

Provide a safe and fun environment for Silverleaf's youngest members. Design, develop and implement programs for members' children. Seek opportunities to create memories by anticipating needs, exceeding expectations and building relationships.

QUALIFICATION STANDARDS

Education and Experience:

- Minimum -enrolled in High School with minimum Junior or Senior status; College enrollment preferred with major in child development or elementary education
- Knowledge of the following: team work, safety, keep up to date on current youth interests/trends, computer literate
- CPR certification required
- Background in lifeguarding, babysitting, youth program volunteer

Physical Requirements:

- Flexible and long hours sometimes required
- Medium work – Exerting up to 50 pounds of force occasionally, and/or 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects
- Must have high level of physical fitness
- Unusual Working Conditions: May be scheduled nights, weekends, holidays and occasional overtime; may work indoors or outdoors in a variety of weather conditions

Mental Requirements:

- Must be able to convey information and ideas clearly
- Must be creative and enjoy creating a fun and safe atmosphere for children

DUTIES & FUNCTIONS

Essential:

- Employee leads by example, consistently conveying a positive attitude, passion and pride in your work
- Approach all encounters with members, guests and fellow employees in a gracious, attentive, courteous and service-oriented manner
- Conduct all business for the club as an ambassador of Silverleaf – with integrity and in a professional manner at all times
- Respect all stakeholders' privacy, perspective, priorities, time and resources
- Keep fiscal responsibility and member satisfaction in mind when making all decisions
- Take part in keeping Silverleaf clean and litter free. Cleanliness is everyone's responsibility, take ownership in the Club
- Maintain regular attendance in compliance with Silverleaf standards as required by scheduling, which will vary according to the needs of the Club
- Maintain high standards of personal appearance and grooming, which include wearing proper attire and name tag when working
- Comply at all times with Silverleaf standards and regulations to encourage safe and efficient Club operations
- Maintain a warm and friendly demeanor at all times
- Ensures standard operating procedures are followed in regards to program policies and maintaining a safe environment for children

YOUTH ACTIVITIES LEADER

JOB DESCRIPTION

- Entertains children utilizing games & sports, prepares crafts, technology, movies, swimming, wii, etc.
- Supervises children’s play activities
- Resolves disputes between children as necessary
- Communicates all concerns to the Youth Activities Coordinator immediately, or Manager on Duty
- Maintains sign-in sheets, usage logs and communication logs daily
- Maintains safe and clean facility
- Leads children in exercises, on-grounds field trips and other activities approved by the Youth Activities Coordinator
- Assists Youth Activities Coordinator in developing youth programs
- Performs other duties as required by your manager

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION AS STATED ABOVE AND ACCEPT THAT ANY OF THE TASKS MAY BE MODIFIED OR CHANGED. I ACCEPT RESPONSIBILITY FOR KNOWING THE MODIFICATIONS AND/OR CHANGES IN THIS JOB DESCRIPTION. I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB AS LISTED ABOVE, WITH OR WITHOUT REASONABLE ACCOMMODATION.

Employee Signature

Date

Supervisor Signature

Date