

**PROVIDENCE CITY
FINANCE AND RECORDS DEPARTMENT
Fun in the Sun Director/Assistant Director
Part-Time Seasonal Position – No Benefits
FLSA Status: Non-exempt
Reports to: Recreation/Athletic Fields Coordinator**

Providence City is looking for an assistant director for its Fun in the Sun summer program. This program is offered to children ages 4-11 daily during the summer. Children interact with each other in games, sports, songs, crafts and other activities. Director and assistant director will provide plans for the entire season including a budget. The salary for the program includes time for preparation and planning of the program, assistance with registration as needed, picking up supplies and making other arrangements for specific activities. When the program begins, the director and/or assistant director will be expected to be at the park before and after the program for set up and clean up.

Qualifications:

The director should have a degree in childhood education, recreation education or related field and/or experience working with children. Knowledge of basic first aid and CPR certification is preferred.

Environmental Factors and Physical Demands:

The environmental factors and physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing some of the duties of this job the employee is frequently required to:
 - stand and walk for prolonged periods of time, sit, bend, stoop, stretch, and lift;
 - use hand-eye coordination and manual dexterity to manipulate program equipment and program activities;
 - use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus;
 - use normal range of hearing;
 - communicate verbally and in writing.
- While performing some of the duties of this job the employee will be exposed daily to the sun, heat, and varying weather conditions.

Proposed hours:

The program will run June 3 through July 30. The director/assistant needs to be available on a limited basis during May.

M,W,F 9:00 am – 12:00 pm Children ages 7-11; Tu, Th 10:00 am – 12:00 pm Children ages 4 – 6
8 weeks @ 13 hours per week of program = 104 hours; 8 weeks @ 5 hours per week of preparation = 40 hours; approximately 144 hours

Hourly Rate: \$10.50 to \$12.00 per hour depending on experience and qualifications. The applicant selected will generally start at the lowest posted wage.

PROVIDENCE CITY CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER

Providence City is an equal opportunity employer and will not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, sexual orientation, or on the basis of a physical or mental disability unrelated to the ability to perform the work required.

Providence City reserves the right to reject any and all applicants.
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