



MONTROSE RECREATION DISTRICT
Summer Enrichment Leader
(Revised 3/10/2020)

General Statement of Duties:

This position is responsible for planning and leading the Summer Adventures Program for 6-10 year olds and/or Club 1114 for 11-14 year olds. The Summer Adventures Program consists of two (2) four (4) week sessions running from June to early August.

Supervision Received: Reports directly to the Summer Enrichment Program Coordinator.

Supervision Exercised: Supervises the Summer Enrichment Aides.

Essential Duties: *The following are examples of primary duties assigned to this position. Other related duties may be assigned.*

- Responsible for creating and planning the Summer Adventures Program.
- Activity areas include physical enrichment, educational or cognitive enrichment, and social enrichment for ages 6-10 and 11-14 year olds.
- Responsible for the supervision and discipline of participants during the program.
- Leads and monitors the Summer Enrichment Aides.
- Communicates with parents about program activities and schedules.
- Responsible for tracking participant attendance and completing accident/incident reports.
- Ensures the safety of participants and Summer Enrichment Aides.

Position Qualifications:

Experience: Prior experience leading group activities for ages 6-14 years old.

Education or Training: High school diploma or equivalent is preferred.

License and Certification: The possession or ability to obtain First Aid and CPR/AED Certification.

Work Environment:

The Summer Adventures Program takes place at Columbine Middle School. The work schedule is Monday – Thursday from 12:00 p.m. to 6:00 p.m.

Physical Conditions: Primary functions may require maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time. This position may require some moderate lifting and working both indoors and outdoors.