



CITY OF OTHELLO Summer Program Team Leader JOB DESCRIPTION

JOB TITLE: Team Leader
REPORTS TO: Parks & Recreation Coordinator
FLSA STATUS: Non-Exempt
CLASSIFICATION: Non-Union
PREPARED BY: Valerie Hernandez, Park & Recreation Coordinator DATE: April 29, 2026
APPROVED BY: Spencer Williams, City Administrator DATE: April 30, 2026
SALARY RANGE: \$17.50 PER HOUR

Position Overview

Othello is hiring seasonal Team Leaders for the Summer Program. A Summer Camp Team Leader provides leadership and guidance for a group of participants, ensuring a quality experience for children and parents that focuses on the City's values: honesty, respect, responsibility, and caring. Under the direction of the Program Manager, the Summer Program Team Leader will be responsible for assisting with the planning, development, and implementation of program activities

The City of Othello's Vision is to be the most welcoming small town in the State of Washington, where families and businesses grow and prosper.

Othello is a growing city of 8,920, anticipating additional residential, commercial, and industrial development in the coming years. Agriculture comprises the backbone of the economy in the form of several large processing facilities. Othello is also a regional center, as the largest city between Moses Lake and the Tri-Cities going north-south, and Yakima and Pullman going east-west.

Essential Duties & Responsibilities

The duties and responsibilities listed below are only examples of the various types of duties that may be performed. The omission of specific duties and responsibilities does not preclude them from the position if the work is similar, related, or reasonably assigned to the position.

1. Supervise children's activities, including, but not limited to, music, art, and outdoor activities.
2. Provide opportunities for the development and awareness of each participant.
3. Provide an enjoyable experience for each participant.
4. Set a good example in punctuality, manners, language, appearance, and health.
5. Set a good example in respecting and caring for the facilities and the outdoors.
6. Create and maintain group unity by making everyone feel part of the group.
7. Maintain the safety of participants at all times. Participants should never be left unattended. Keep all equipment in good operating condition and be responsible for returning items to their proper place.

8. Maintain required program records.
9. Attend staff meetings and trainings.
10. Maintain positive relations with parents and other staff.
11. Assist in maintaining and cleaning the assigned areas.
12. Report all program changes and equipment needs to the Supervisor or Camp Manager.
13. Report any difficult or unusual situations to the Camp Manager.

Knowledge, Skills, and Abilities

1. A Summer Program Team Leader must possess good communication and organizational skills.
2. A Summer Program Team Leader must have the ability to maintain control of an area even when distracted by noise or activity, and work with a diverse group of people.
3. Ability to implement age-appropriate/developmentally appropriate program activities
4. Previous experience with diverse populations.
5. Ability to develop positive relationships with people from different backgrounds

Work Environment

- Mostly outdoors: Parks, pools/splashpad, athletic fields, or playgrounds, games, or rainy-day activities.
- Depending on the weather: Hot weather, possible exposure to sun, rain, and insects.

Education, Experience and Other Requirements

Must be able to pass a background check and drug screening.

Verification of identity and United States work authorization must be completed as required by the Immigration Reform and Control Act.

Additional Information

The City of Othello is an Equal Opportunity Employer.

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.

The employment application is available at <https://www.othellova.gov/jobs>

ACKNOWLEDGEMENT: The above statements are intended to describe the general nature and level of the work being performed by the individual(s) assigned to the position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. The City of Othello reserves the right to modify, add, remove, and assign other duties as necessary.

Applicant Signature: _____ Date: _____