

## **RECREATION LEADER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under supervision, teaches classes or leads a variety of recreational program activities involved in the implementation of recreational programs for the City including sports, special events, day camps, arts and crafts, and other recreational programs and activities; provides on-site supervision for program implementation; sets up and issues equipment for recreational activities; maintains records and reports.

### **IDENTIFYING CHARACTERISTICS**

This class is distinguished from the Senior Recreation Leader by the performance of the more routine tasks and duties assigned to positions within the series.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Teaches classes or leads a variety of recreational program activities involved in the implementation of recreation programs including sports, special events, day camps, arts and crafts, and other recreational program and activities.
2. Teaches a preschool program; assists with curriculum development and implementation; establishes relationship with teachers, students, and parents.
3. Observes necessary precautions to ensure the safety of activity and program participants; monitors and inspects assigned facilities for needed maintenance; cleans facilities as needed.
4. Supervises and monitors the behavior of activity and program participants; enforces applicable program rules and regulations; provides appropriate disciplinary measures as needed.
5. Assists in planning and conducting special events and field trips; assists in organizing transportation to and from events and activities; assists public in registering for classes, sports, and events.
6. Assists in setting up and monitoring the use of the Community Center; directs the proper use and care of the facility and equipment.
7. Issues and collects recreation equipment and supplies to program participants; provides assistance in setting up for various program activities.
8. Assists in the maintenance of records and the preparation of activity reports on assigned activities.
9. Serves as liaison to supervisory staff, employees, the general public, and program participants.
10. Performs a variety of general and routine administrative tasks in support of recreation programs; may operate office equipment to perform tasks including those involving the use of computers and supporting software applications, copiers, fax machines and telephones.
11. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operations, services and activities of assigned recreation activities and programs.  
Group recreational and social activities.  
Basic rules, regulations and equipment used in various recreational activities.  
Appropriate safety precautions and procedures within the area of assignment.  
Principles and practices of record keeping.

### **Ability to:**

Operate equipment used in assigned recreational program.  
Implement activities in support of assigned recreation program.  
Effectively handle and diffuse disruptive behavior among program participants.  
Meet and deal tactfully and effectively with program participants and the public.  
Respond to requests and inquiries from the general public.  
Maintain records and prepare simple reports.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education/Training:**

Equivalent to the completion of the twelfth grade. College-level coursework in recreation, physical education, early childhood education, or a closely related field is highly desirable.

### **Experience:**

One year of responsible experience working in a recreation program or early childhood education program area.

### **License or Certificate:**

Possession of an appropriate driver's license may be required of some positions.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions 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 job functions.*

**Environment:** Work is performed in an indoor or outdoor recreational environment and may include travel from site to site; exposure to inclement weather conditions.

**Physical:** Primary functions require sufficient mobility for walking, standing, running, stooping, reaching, bending and climbing; light, moderate or heavy lifting, pushing, pulling and carrying.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.