



JOB DESCRIPTION

Recreation Leader I

Date Prepared: February 2014

SUMMARY: Under close supervision, assists with organizing, leading, and conducting activities within a specific recreation program, which may include day camp, youth and adult sport activities, special events, and other activities; and performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Lead and conduct various activities, such as games, arts and crafts, and sports; take racquetball and tennis reservations, cashiering functions, report preparation, monitor and maintain facilities, as needed, and assist with operation of youth and adult sports leagues.
- Assist in preparing and scheduling weekly activities; serve as a source of information to the public with regard to recreation programs.
- Attend safety and staff meetings; promote teambuilding; utilize computer software programs competently.
- Maintain a positive attitude; operate vehicles and equipment in a safe and efficient manner; and performs related duties, as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Must be at least 16 years of age; provide a work permit (if applicable), and must possess leadership skills in recreation activities (paid or volunteer).

Knowledge of:

- Leadership techniques, as they apply to youth and adult programs.
- Occupational hazards and safety precautions; and proper cashiering methods.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Assisting in the development of program activities; score-keeping techniques for sports leagues.
- Preparing and maintaining records and reports.
- Using correct English grammar; understanding and following verbal and written instructions.
- Setting up equipment, such as tables, chairs, and portable bleachers.
- Demonstrating enthusiasm and initiative.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California Class "C" driver's license.
- Certifications in CPR and First Aid are highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an indoor and outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an indoor and outdoor environment. Physical demands are moderate, consisting primarily of sitting, standing, walking, some lifting and moving of tables, chairs, and equipment. Must be able to lift up to 50 lbs. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.