



JOB DESCRIPTION

Recreation Leader II

Date Prepared: February 2014

SUMMARY: Under basic supervision, assists in the supervision of a specific recreational program, such as a playground or day camp site, youth and adult sports leagues, gymnasium, racquetball facility, athletic fields, and related activities; assists with the supervision of City facilities for recreation programs; trains part-time and volunteer staff; and performs related work, 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:*

- Assist in the planning, organizing, implementing, supervising, and evaluation of a specific recreation program; may assist in the training and supervision of other part-time, and volunteer staff.
- Monitor the maintenance of equipment, supplies, and facilities; opens and closes facilities, as necessary.
- Lead various activities; assist in preparing program evaluations and planning activities, prepare reports; cashiering functions; serve as a source of information for the public in regard to related recreation programs.
- Attend staff meetings, as assigned; provide face-to-face leadership for specific program areas; maintain records and files; promote teambuilding; utilize computer software programs competently.
- Maintain a positive attitude; maintain effective work relationships with supervisor, fellow City employees, customers, and outside agencies.
- Operate vehicles and equipment in a safe and efficient manner; and perform related duties and responsibilities, as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Must be at least 17 years of age and provide a work permit (if applicable); six months of part-time, or one season full-time, progressively responsible experience in community recreation or related field, preferably as a Recreation Leader I.

Knowledge of:

- General principles and practices of planning and conducting recreational programs.

- Principles of community organization; modern office methods, practices, procedures, and equipment.
- Elements of proper English usage, vocabulary, spelling, punctuation and grammar; and occupational hazards and safety precautions required in the recreation field.

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.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Developing and maintaining the support, confidence, and enthusiasm of parents, leaders, and participants.
- Demonstrating enthusiasm and initiative.
- Maintaining a positive attitude.
- Operating vehicles and equipment in a safe and efficient manner.
- 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, and 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, and respond to emergencies after regular working hours.