



JOB DESCRIPTION

Senior Recreation Leader

Date Prepared: January 2014

SUMMARY: Under basic supervision, assumes responsibility for varied recreational activities; assists with scheduling and supervision of City facilities for recreation programs; trains part-time and volunteer staff; 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:*

- Assist the Recreation Supervisor, Recreation Coordinator or Program Leader in organizing, implementing, supervising, and evaluating various recreation programs such as youth programs, tennis, racquetball, youth and adult sports, and special events.
- Assist in training, scheduling, supervising, and evaluating part-time and volunteer staff.
- Supervise the maintenance of equipment, supplies, and facilities; open and close facilities, as necessary.
- Prepare program evaluations and activity plans; prepare and follow up on incident reports, and make recommendations for resolutions; maintains records and files.
- Assist with grant writing and monitoring; responsible for cash handling.
- Attend staff meetings and community interest group meetings, as assigned.
- Serve as a source of information for the public with regard to all recreation programs.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Must be at least 18 years of age. Graduation from high school OR GED equivalent, AND one year of part-time OR two seasons of full-time progressively responsible experience in community recreation.

Knowledge of:

- General principles and practices of planning and conducting recreational programs.
- Principles and techniques of community recreation.
- 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.
- Working independently; project management; prioritizing and planning workload to ensure completion when faced with deadlines or emergencies.
- Obtaining and maintaining the support, confidence, and enthusiasm of parents, leaders, and participants.
- Assisting with training, supervising, and evaluating subordinates.
- Effectively presenting instructions and information in writing and verbally to coworkers, the general public, and outside agencies; using patience, tact, diplomacy, and courtesy in dealing with the public and employees.
- 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 of a valid California Class "C" driver's license.
- Certifications in CPR and first aid are 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. 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. Must be able to lift up to 50 lbs. 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.