



MARCH 2015
FLSA: NON-EXEMPT

RECREATION LEADER

DEFINITION

Under direct or general supervision, oversees recreation activities in connection with a specific recreation services program or functional area in support of community, recreational, or park facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Recreation Services Coordinator. Exercises no direct supervision over staff. May exercise technical and functional supervision and provide training to lower-level staff.

CLASS CHARACTERISTICS

This is the journey-level class in the recreation leader series that performs the full range of duties required to ensure that City facilities, recreation programs, activities, and services are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the facilitation of recreation programs and activities. Positions at this level perform of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Recreation Coordinator in that the latter is responsible for technical and functional supervision of lower-level recreation staff and is capable of performing the more complex duties assigned to the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads, teaches, and conducts diversified recreation activities at various recreational facilities, including parks, schools, and the recreation center.
- Assists in planning and conducting community events, general programs, and facility rentals; sets up and takes down tables, chairs, and equipment for classes, activities, events, and meetings.
- Supervises and schedules established programs of play activities for children and adults.
- Plans and coordinates inter-playground competitions in various recreational activities.
- Communicates with school personnel to resolve routine operational after-school recreation program issues.
- Resolves program issues within established guidelines; suggests program improvements.
- Performs general office duties, including basic cashiering, answering the telephone, greeting patrons, light typing, data entry, copying, and filing; prepares flyers, calendars, and other routine publicity; prepares routine reports of participation and activities; updates kiosks and telephone hotlines.



- Requisitions materials and equipment; takes periodic inventory of materials and equipment.
- Maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials at the close of the workday, performing basic custodial duties and minor facility maintenance; opens, closes, and secures buildings for events.
- Issues and collects recreation equipment and supplies; makes minor repairs to recreation equipment.
- Administers basic first aid as necessary.
- Assists in the encouragement of participation and good sportsmanship.
- Responds to patrons' needs for assistance or information.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; enforces recreational facility safety rules; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Basic safety precautions and procedures related to recreation program area(s) and facilities.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Learn to work independently while supervising facilities and user groups.
- Learn, understand, and apply facility use policies and procedures.
- Provide courteous assistance to facility patrons.
- Lift and move tables and chairs and arranging facilities for community events and/or meetings.
- Learn basic computer system operation to enter and retrieve data for class registration and facility reservations.
- Remain flexible and adapt as job responsibilities change.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.



- Operate modern office equipment including computer equipment and software programs.
- Make accurate arithmetic calculations.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the tenth (10th) grade, and ability to provide a Work Permit and experience in recreation leadership and programs is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must obtain American Red Cross First Aid Certificate and CPR Certificate for infant, child, and adult within three (3) months of hire; and an AED Certificate with one (1) year of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of City facilities.