

## **RECREATION LEADER I**

### **DEFINITION**

Under direct supervision, the positions assigned to this unclassified classification perform a variety of recreational, clerical and custodial duties at a community playground or other recreational facilities.

### **DISTINGUISHED CHARACTERISTICS**

The Recreation Leader Series is comprised of three classifications: Recreation Leader I, II and Senior Recreation Leader. The positions within these classifications support the Parks, Recreation, and Community Services Department by providing a full range of responsibilities. The work performed can vary considerably based upon the program, event, facility and/or assignment.

The Recreation Leader I is the entry level classification in the Recreation Leader series.

Classifications in this series organize, lead and participate in the various recreation programs at City parks, playgrounds, day camps, and other community facilities on a part-time basis.

### **SUPERVISION RECEIVED AND EXERCISED**

The positions assigned to this classification report directly to higher level Recreation Leaders or full-time staff. Depending on assignment, responsibilities may include providing direction or supervision to volunteers or patrons.

### **ESSENTIAL JOB DUTIES**

The following tasks are essential for the positions assigned to this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Under close supervision, leads and oversees recreation activities at a playground or other recreation facility and encourages participants' interest in arts, games, sports, dance, crafts, table games and special events.
2. Responsible for proper use, and maintenance of supplies, equipment and facilities.
3. Maintains control at the facility to which assigned.
4. Under close supervision, prepares facilities for sports games, activities, classes, events, and programs including setting up and breaking down tables and chairs. Ensures set up is in accordance with the event/contract/permit agreement.
5. Assists in the operation of leagues, tournaments, meets, and the daily programmed activities at the recreation facility.
6. Assists in supervising children during activities; organizing group activities and games; and leading arts and crafts and other projects.

7. Keeps the facility in a clean, sanitized and orderly condition, ensuring supplies are adequately stocked.
8. Monitors the daily checking in and out of children from programs and activities, enforces rules, positively interacts with parents, participants, and the general public.
9. Serves the public by answering routine inquiries in person or by telephone in a courteous and tactful manner.
10. Sorts and arranges documents or correspondence in alphabetical or numerical order. Opens and sorts incoming mail. Labels, stuffs, seals and sorts outgoing mail projects. Operates a personal computer to enter and retrieve data and produce documents using a variety of software packages. Uses photocopier as needed to scan and duplicate documents, signage, program rosters, etc.
11. Maintains effective and cooperative working relationships with City employees, volunteers and patrons.
12. Performs related duties as required.

## **MINIMUM KNOWLEDGE, SKILLS AND ABILITY**

### **Knowledge of:**

- First Aid procedures.
- Cardio Pulmonary Resuscitation (CPR) procedures.
- Youth sports, games, and elementary arts and crafts.
- Facilities and equipment utilized in recreation programming.
- Methods of recreation, and instruction of recreation programs.

### **Skill and Ability to:**

- Work effectively in a team environment.
- Work cooperatively and communicate effectively with the public, co-workers and City officials.
- Maintain control over facilities and programs.
- Instruct and functionally supervise recreation participants.
- Understand and follow specific verbal and written instructions.

## **LICENSE AND CERTIFICATES**

Must possess and maintain certificates in First-Aid and Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) within three months of employment.

## **TRAINING AND EXPERIENCE**

Any combination equivalent to training and experience that could likely provide the knowledge, skill and ability would be qualifying. A typical way to obtain the knowledge, skill and ability would be: applicants must be at least sixteen years of age and possess valid work permit, as applicable.

## **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

- Perform lifting, pushing and/or pulling which does not exceed 50 pounds.
- May be required to work in inclement weather without effective protection from sun, cold, and rain.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.
- Be able to participate in indoor and outdoor physical activities such as games, excursions, sports, field maintenance, and event setup and takedown.
- Require the ability to stand and/or walk for long periods.