

SENIOR RECREATION LEADER

DEFINITION

Under direct supervision, the positions assigned to this unclassified classification assist in planning, developing, implementing, and supervising various programs of a recreational nature in a specialized field.

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 Senior Recreation Leader is the third level in the Recreation Leader series. A Senior Recreation Leader is distinguished from a Recreation Leader II in that the Senior Recreation Leader is generally in charge of a site or major program within a site and require and receive minimal supervision, but function within general procedural and policy limits. The Senior Recreation Leader also performs work requiring greater skill and supervises lower level Recreation Leaders.

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 to a Recreation Coordinator or Recreation Specialist. Responsibilities include supervision of lower level Recreation Leaders, volunteers and 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. Plans, coordinates, and supervises recreation activities at a park, playground, after school program, or other recreation facilities.
2. Engages participants in a variety of positive, fun, and age-appropriate activities, programs and events.

November 1998
November 2011
July 2020

3. Supervises the issuance, use, proper care, and maintenance of recreation supplies and equipment.
4. Interprets department programs and policies to the public and participants, and enforces City and department rules, regulations and policies.
5. Acts a liaison to parents, patrons and participants.
6. Investigates complaints, suggestions, and requests concerning department programs, activities, classes, rentals, and events.
7. Makes recommendations to the Recreation Specialist and/or full-time staff concerning changes and improvements.
8. Inspects the maintenance of facilities and equipment used in programs and events to ensure their adequacy and safety.
9. Assists with City wide special events.
10. Supervises and assists in the operation of leagues, tournaments, meets, and the daily programed activities at the recreation facility.
11. Supervises and prepares facilities for sports, games, activities, classes, events and programs including setting up and breaking down tables and chairs and ensures set up is in accordance with the event/contract/permit agreement.
12. Assists in coordinating social media and marketing campaigns, including creating flyers, posters, and other marketing materials.
13. Maintains attendance, payroll, program, and maintenance records.
14. 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.
15. Serves the public by answering inquiries in person or by telephone in a courteous and tactful manner.
16. Performs related duties as required

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- First – Aid and basic safety requirements and procedures.
- Cardiopulmonary Resuscitation (CPR) procedures.
- The theory and philosophy of recreation and its application to individual and group behavior.
- Youth sports, games, and elementary arts and crafts.
- Facilities and equipment needed in recreation programs.
- Methods of recreation, staff training, programming, scheduling, and supervision.
- Microsoft Office computer programs and registration software.

Skill and Ability to:

- Coordinate and administer a comprehensive recreation and community services program for events at a City facility.
- Establish and maintain effective working relationships with employees, City officials, and the general public.
- Supervise and train recreation personnel and volunteers.

- Work effectively in a team environment.

LICENSE AND CERTIFICATES

Possession of a valid California Class “C” driver license. 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 required knowledge, skill and ability would be qualifying. A typical way to obtain the knowledge, skill and ability would be: completion of 60 college semester units or two years of experience in the area of recreation, community or social service. Must be at least 18 years of age.

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.
- Require the ability to stand and/or walk for long periods.
- Be able to participate in indoor and outdoor physical activities such as games, excursions, sports, field maintenance, and event setup and takedown.
- 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, weekends and holidays.