

RECREATION LEADER I

DEFINITION

This is an intermittent, part time seasonal hourly position that plans and conducts department activities, events, and programs at various sites including, but not limited to, parks, schools, recreation facilities, and administrative offices. FLSA Status: Non-exempt.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to develop and supervise volunteers and participants. Incumbents in this classification may be required to work nights and weekends depending on the recreational activities supervised.

REPORTS TO

Senior Recreation Leader and/or Recreation Supervisor or as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

ESSENTIAL FUNCTIONS

Assists with organization, coordination, and marketing of department programs, events, and activities; supervises and instructs less experienced recreation personnel; maintains records and prepares reports as required; conducts and guides recreational activities such as arts and crafts, science, nature, drama, and sports; maintains order and assists in the promotion of and adherence to the department rules, regulations, and policies; assists in instruction of volunteer and subordinate personnel in in-service training and recreation workshops for leaders; and performs a variety of reception, clerical, and administrative tasks as necessitated by assignment. May be assigned other related work as needed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office, recreational facility, or field environment; dealing with the public.

MINIMUM QUALIFICATIONS

Knowledge of:

- First aid methods and procedures.
- Light custodial maintenance techniques.
- Materials, methods, and equipment used in parks and/or recreation setting.

Ability to:

- Think and react clearly, quickly, and accurately in emergencies.
- Write up incident and accident forms.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Follow oral and written direction.
- Lift and carry heavy objects; run forward, backward, and laterally.
- Communicate in a clear and concise manner.
- Travel to and from work site as needed.
- Ability to observe assigned working hours.
- Ability to work any shift including days, evenings, weekends, and holidays as assigned.
- Inspect facility for safety.
- Assist in promotion of activities.
- Ability to implement training exercises.
- Ability to supervise recreational activities and employees.
- Maintain records.

Training and Experience:

- Minimum of one year of increasingly responsible related experience.

Education:

- Enrolled in high school or receipt of a high school diploma or recognized equivalent.

Licensing:

- No California driver's license required.

SPECIAL REQUIREMENTS:

- Possession of valid First Aid and Cardiopulmonary Resuscitation certification (CPR).

- Candidates may be required to be fingerprinted at time of appointment.
- Must be able to provide a work permit if necessary.
- Minimum age must be at least 16 years old at time of employment.

Seasonal employees are classified “at will” and may be terminated at any time, with or without cause, any time prior to the end of the season.

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