

RECREATION LEADER I

DEFINITION

This is a temporary, intermittent, part time, on-call, and seasonal variable hour 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. Bargaining Group: Unrepresented.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to provide administrative and clerical support; to develop, monitor, and supervise volunteers, and participants; and to lead and/or assist with events and activities as required. Incumbents in this classification may perform and/or overlap with the Facilities and Events Attendant and are required to work various work hours such as nights, weekends, and holidays depending on the activity or program(s) scheduled.

REPORTS TO

Senior Recreation Leader, 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 and other activities or events such as but not limited to arts and crafts, science, nature, drama, and sports; may perform and/or assist with ball field preparation and minor maintenance such as dragging, chalking, and maintaining ball fields; 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 which may include Facilities and Events Attendant essential functions.

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, City or school recreational facility, or field environment; provides support and customer service to staff and the public; works independently within established guidelines.

MINIMUM QUALIFICATIONS**Knowledge of:**

- First aid methods and procedures.
- Light custodial maintenance practices and procedures.
- Current customer service techniques and standards.
- Materials, methods, and equipment used in buildings, parks and/or recreation settings.
- Light repairs to buildings and related equipment.

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.
- Inspect facility for safety.
- Assist in promotion of activities.
- Implement training exercises.
- 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).
- Completion of Mandated Reporter training prior to working with minors.
- Must be able to provide a work permit if necessary.
- Minimum age must be at least 16 years old at time of employment.

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