

**RECREATION LEADER  
(Part Time Position)**

**DEFINITION:**

To assist in the coordinating and organizing of recreation programs and activities; directs and/or facilitates the activities of a program, activity or service; organizes and implements program elements and oversees participants.

**SUPERVISION RECEIVED AND EXERCISED:**

General supervision is provided by the Recreation Coordinator and/or Recreation Supervisor. Supervision of program participants is exercised.

**EXAMPLES OF ESSENTIAL DUTIES:** Duties may include, but are not limited to the following:

Provides instructions to program participants, individually or by group.

Oversees participants and volunteers in a recreation program, activity or facility; provide conflict mediation as needed.

Assists in ensuring proper compliance of established departmental rules and regulations by program participants.

Ability to work as part of a team and communicate effectively with team members.

Accompanies participant groups at special events or on program outings.

Provides feedback regarding program development and activity schedule.

Develops and distributes promotional and marketing information and assists the public with questions and problems that arise.

Opens, closes, secures and maintains a safe program environment and facility; conducts safety checks; administers first aid as required.

Maintains program related records.

Attends mandatory trainings and meetings.

Assists with participant registration.

Assists with set-up and clean-up of program activities.

Janitorial duties as needed to meet the needs of assigned program.

Performs other duties of a similar nature or level.

Perform related duties as assigned.

**QUALIFICATIONS:** A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

**Knowledge of:**

- Common sports, games, arts & crafts and other recreation activities appropriate for all ages.
- Basic math and reading principles.
- Rules and techniques of common sports and games.

**Skill in:**

- Planning and organizing.
- Prioritizing and handling multiple tasks.
- Following oral and written directions.
- Communicating and acting effectively with co-workers, supervisors, users and participants and the general public sufficient to exchange or convey information and to receive work direction.

**Ability to:**

- Coordinate and organize group activities.
- Understand and follow oral and written directions.
- Maintain respect and discipline; enforce rules and procedures.
- Deal tactfully with internal and external customers.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Respond calmly and effectively to emergency situations.

**EDUCATION AND EXPERIENCE:** An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. A typical way to obtain the knowledge and abilities would be:

**Education:**

Must be 16 years of age or older and currently attending high school; or have possession of a high school diploma or general equivalency diploma (GED).

**Experience:**

None. This is an entry level position.

**LICENSES:**

Work permit is required if under the age of 18 years.

At the option of the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. These additional requirements may include, but are not limited to:

- Valid California Class C Driver's License and maintenance of a satisfactory driving record
- First Aid Certification
- Cardio Pulmonary Resuscitation (CPR) Certification
- AED Certification

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites, and have availability to work off-hours shifts or events as required; strength to lift and carry materials weighing up to 30 pounds; mobility to lead groups in activities involving steep or rough terrain; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing; and ability to project a voice that can be heard over loud noises.

**MENTAL REQUIREMENTS:**

The work requires a combination of the following mental requirements depending upon a given task, on a given day: taking, interpreting, comprehending and following detailed, uninvolved (one or two-step) instructions, problems, standard; simple – reading, writing, and math skills; coordinating, compiling, speaking-signaling, negotiating, instructing, supervising, diverting, persuading, serving, driving-operation; performing from simple, repetitive, tasks to varied, complex assignments, maintaining work space, relating to other people, influencing people, evaluating; generalizing; and responsibility for direction.