



CLASS SPECIFICATION
Senior Recreation Leader

CLASS SERIES	BAND/GRADE/SUBGRADE	FLSA STATUS
Senior Recreation Leader	A02	NE

CLASS SUMMARY:

This class is the second level in a two-level series. Incumbents plan, organize, and supervise recreation/community programs, special events and public facilities at various sites. The Senior Recreation Leader is typically the lead worker, ensuring that all work duties and tasks are successfully completed as assigned.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification are regular part-time (up to 29 hours per week, mostly early mornings, evenings and weekends). This position requires an ability to perform a full range of duties as assigned, working independently and exercising judgment, initiative, and providing customer service. Senior Recreation Leaders receive instruction and/or assistance from the Community Resources Coordinators. They are able to adjust when new or unusual situations arise, and are fully aware of the operating procedures and policies of the work. Senior Recreation Leaders must have the ability to lead staff and oversee the day-to-day operations and are required to have prior related experience that allows the employee to meet the qualification standards.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

- Assists in planning, organization, preparation, promotion and execution of community programs and event operations and administration;
- Issues, receives, and has custody of equipment;
- Supervises and oversees recreation programs, events, and operations at City facilities/parks and offsite locations;
- Coordinates, directs, and oversees the work of subordinate staff;
- Provides workshop instruction and in-service training for subordinate staff;
- Assists customers with registering for applicable program(s);
- Assists customers with facility rental applications and membership registration;
- Will work in an offsite or indoor/outdoor environment independently;
- May be responsible for the independent setup, operation, and clean-up of City special events and recreation programs/activities;
- Monitor participants and spectators at City sponsored events to ensure safety and orderly conduct and ensure City policies, procedures, rules and regulations are strictly enforced;
- May be responsible for purchasing and conducting inventories of supplies;



CLASS SPECIFICATION
Senior Recreation Leader

- Supervises and provides oversight to facilities and facility rentals;
- Prepare and clean-up facilities and rental sites;
- Maintains records and prepares reports;
- Ability to drive and maneuver City vehicle, truck and tow trailer;
- Ability to walk, stand, run, or sit for periods of time;
- Ability to deal with the public and handle customer service situations appropriately;
- Performs related duties as assigned.

TRAINING AND EXPERIENCE:

- High School Diploma or GED;
- Minimum of three (3) years or six (6) seasons of recreation/community program related experience;
- Background in sport and/or fitness; event planning and execution preferred;
- Must be able to work flexible hours, including early mornings, evenings, weekends and holidays at a variety of City facilities; and
- some office or customer service experience.

Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Possession of or ability to obtain Cardiopulmonary Resuscitation (CPR) and Standard First Aid certificates within ninety (90) days of employment; and
- Possession of or ability to obtain valid Class C California driver's license

KNOWLEDGE OF:

- Recreation activities such as sports, games, arts and crafts, drama, music and other activities suitable for children and adults;
- First Aid, CPR and safety procedures;
- Appropriate supervision for children in recreation sports programs;
- Material, methods and equipment used in parks and recreation setting;
- Supervision and training techniques for staff;
- Typing, telephone procedures, use of standard office equipment;
- Proper English usage, grammar, punctuation; and
- General office operations, functions, and procedures.



CLASS SPECIFICATION
Senior Recreation Leader

SKILL IN:

- Ability to assign, review, plan, coordinate, and guide the work of other employees and/or;
- Ability to establish and keep effective relationships with peers, public, children, adults, and City staff;
- Ability to provide in-service training to other staff;
- Ability to add, subtract, multiply and divide;
- Maintaining and balancing cash drawer;
- Ability to apply principles of influence systems, i.e. supervision;
- Ability to solve problems and make decisions independently and use sound judgment in periodically non-routine situations;
- Ability to comprehend a variety of reference books and manuals including attendance sheets, and information and reference materials; and
- Ability to communicate effectively with coworkers, members of the public, and other City personnel verbally and in writing.

ADA AND OTHER REQUIREMENTS:

- Ability to organize, schedule, and direct a variety of recreation activities or specific recreation programs;
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities;
- Ability to maintain mental capacity which allows for effective interaction and communication with others;
- Ability to establish effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned office equipment; and
- Ability to work in a variety of public locations and various outdoor locations.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.