



CLASS SPECIFICATION
Recreation Leader

CLASS SERIES	BAND/GRADE/SUBGRADE	FLSA STATUS
Recreation Leader	A01	NE

CLASS SUMMARY:

This class is the first level in a two-level series. Incumbents plan, conduct, and supervise community programs/special events and public facilities at various sites; and provide skilled recreation leadership for a variety of leisure enrichment programs.

DISTINGUISHING CHARACTERISTICS:

This classification is a part-time, seasonal position (up to 20 hours per week, mostly early mornings, evenings, weekends and holidays).

ESSENTIAL DUTIES:

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

- Supervises and provides oversight to facilities and facility rentals;
- Maintains records and prepares reports relevant to assigned programs and facility supervision;
- Assists other staff with activities at major recreation facilities and events;
- Plans and conducts recreation programs;
- Prepares and cleans up rental sites and recreational facilities;
- Collects/deposits money at off-site locations;
- Works independently in an off-site, park or public facility;
- Ability to walk, stand, run, sit, potentially for extended periods of time;
- Ability to repetitively set up and break down tables, chairs, tents, equipment, etc.;
- Ability to make decisions independently, using sound judgment and solve routine issues with little or no direction;
- Ability to deal with and solve concerns with the public appropriately; and
- Performs related duties as assigned.

TRAINING AND EXPERIENCE:

- High School Diploma or GED;
- Minimum of two (2) years or four (4) seasons of recreation/community program related experience;
- Background in sports and/or fitness preferred; and
- Must be able to work flexible hours, including early mornings, evenings, weekends and holidays at a variety of City facilities.



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LICENSING/CERTIFICATIONS:

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

KNOWLEDGE OF:

- Customer service skills needed to deal with patrons at public facilities;
- Supervision of adult programs and services held at public locations;
- Ability to make decisions to solve issues on-site with little direction;
- Recreation activities such as fitness, sports, games, arts and crafts, drama, music and other activities suitable for children and adults;
- Materials, methods and equipment used in a park and recreation setting;
- First Aid, CPR and safety procedures;
- Appropriate supervision for children in recreation and sports programs.

SKILL IN:

- Ability to organize, schedule, and direct a variety of recreation activities or specific recreation programs;
- Ability to compute and use fractions and decimals;
- Ability to use independent 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 and maintain effective working relationships with peers, public, children, adults and staff.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require:

- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may involve some walking, standing, running, and sitting for potentially extended periods of time;
- Must be able to physically lift/push/pull up to 50 pounds;
- 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 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.