



**POSITION TITLE:** RECREATION LEADER

**DEPARTMENT:** RECREATION

**REPORTS TO:** ASSIGNED SUPERVISORY STAFF AND RECREATION SUPERINTENDENT

**SUPERVISION GIVEN TO:** MAY EXERCISE TECHNICAL AND FUNCTIONAL DIRECTION OVER LOWER-LEVEL OR LESS EXPERIENCED STAFF

**JOB SUMMARY:** Under general supervision, assists in coordinating and planning an assigned recreation program, including after-school programs, senior programs, youth sports, teen and adult sports, and contract classes; leads day-to-day activities related to assigned program; performs a wide variety of customer service activities; performs related work as required.

**EDUCATION, EXPERIENCE, TRAINING**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

1. Equivalent to graduation from high school.
2. Sufficient formal and informal education to ensure ability to read and write at a level required for successful performance.
3. One (1) year of responsible experience in leading recreational activities, classes, or programs.
4. Possession of a valid American Red Cross CPR and First Aid certificate.
5. Possession of, or ability to obtain, an appropriate valid driver's license.

**CLASS CHARACTERISTICS**

This is the journey-level in the recreation class series. Incumbents have responsible charge of the implementation of pre-planned recreation activities of an assigned program and of enforcing facility policies and procedures. Incumbents at this level are expected to use considerable initiative in program and recreational facility operations and may assist higher-level personnel in planning and implementing recreation programs and special events. Work is generally reviewed upon completion for final results. Incumbents are expected to solve most problems through the application of departmental policies and procedures, referring those matters that involve deviation to the supervisor for instructions.

**A. ESSENTIAL JOB FUNCTIONS**

		<b>RATING</b>
1.	Develops, coordinates, implements, and leads recreational activities, including after-school programs, day camps, youth sports, teen and adult sports, and contract classes.	
2.	Supervises participants in a variety of recreation program activities.	
3.	Implements recreation activities appropriate for participant age groups, reflective of traditional theories and practices, and in compliance with regulations and guidelines.	
4.	Monitors and evaluates the effectiveness of assigned programs, activities, and special events; recommends program improvements or modifications.	
5.	Documents all incidents involving injury, behavioral problems, and/or any unusual events; communicates as appropriate to supervisor, parents, and others.	

**B. KNOWLEDGE OF WORK**

		<b>RATING</b>
1.	Principles and practices of program-related effective customer service.	
2.	Basic recreational, cultural, and social needs of the community.	
3.	Applicable laws, regulations, and guidelines related to the program areas/facilities assigned.	
4.	Safety principles and practices, including basic first aid and adult and child cardiopulmonary resuscitation (CPR), and AED methods.	
5.	Applicable safety precautions and procedures related to the assigned program areas.	
6.	Record keeping principles and procedures.	
7.	Modern office practices, and computer equipment and applications related to the work.	
8.	English usage, grammar, spelling, vocabulary, and punctuation.	
9.	Techniques for providing a high level of customer service to the public.	

### **C. DUTIES AND RESPONSIBILITIES**

		<b>RATING</b>
1.	Maintains records and files on all participants; updates emergency/pertinent information.	
2.	Promotes safety and renders first aid as required; effectively handles medical emergencies.	
3.	Issues and collects recreation equipment, supplies, games, and other materials.	
4.	Maintains a variety of logs, records, and files.	
5.	Responds to participants' and/or parents' needs for assistance and information.	
6.	Monitors the proper and safe use of program facilities by participants.	
7.	Assists in planning and conducting special events; sets up and takes down tables, chairs, and equipment for classes, activities, events, and meetings.	
8.	Monitors facility use; opens, closes, and secures building for events.	
9.	Coordinates and participates in a variety of program operations and facility maintenance.	
10.	Provides courteous assistance to facility patrons.	
11.	Understands and carries out oral/written instructions in an independent and timely manner.	
12.	Performs other duties as assigned.	
<b>Recreation Leaders at higher levels, in addition to the above:</b>		
1.	May exercise technical and functional direction over and provide training to lower-level staff.	
2.	May assist in the planning and organization of assigned recreation program.	