

RECREATION LEADER I/II

DEFINITION

Under general supervision of the Parks and Recreation Director or Recreation Supervisor, the Recreation Leader assists with developing, organizing, implementing, and leading a broad range of recreational activities and programs for all ages designed to meet the community needs and performs other related work. As an incumbent's responsibilities and breadth of knowledge increase and as they gain experience, they can reasonably expect the complexity of their assignments and/or responsibility to increase. *Extra-help employees cannot work more than 1,000 hours in a fiscal year. The incumbent will be assigned up to 40 hours a week until the 1,000 hours are completed, or the season has concluded.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Recreation Director or the Recreation Supervisor. May exercise supervision over other Recreation Leaders or other Parks staff.

DISTINGUISHING CHARACTERISTICS

Under varying levels of supervision, when assigned to Youth Services, the position provides an opportunity to gain experience running recreation programs, communicating with parents, and serving as a role model for youth. As related experience is gained as noted in the job qualifications and requirements, and with the recommendation in the employee's performance evaluation, Recreation Leaders can advance from Recreation Leader I to Recreation Leader II. As the employee advances through the job series the employee will take on more responsibility and more challenging work assignments.

EXAMPLES OF DUTIES *This classification specification is intended to present a descriptive list of the range of duties performed by employees in a classification. Class specifications are not intended to reflect all duties performed within the job. Depending on department and/or area of assignment, duties may include, but are not limited to the following:*

Essential Duties:

- Assists with the development and implementation of various recreation programs, volunteer events, activities, and special events.
- Assists with the development of flyers, department brochure and newsletters and distribution of materials as needed.
- Assists with purchasing supplies and inventory, while staying within budget guidelines as directed by supervisor or director.
- Promotes, develops, and maintains positive public relations between the department and the community with an emphasis on customer service.
- Fosters employee empowerment and a team approach in the delivery of services.
- Has the ability and willingness to work cooperatively in a team environment with other City employees in the course of daily activities.
- Assists with collection of fees and program registration and front counter.
- Maintains relevant program information on the City's website and social media.
- Must be able to work Monday through Friday, weekends as needed.

- Performs other duties and assumes other responsibilities as needed or as delegated.

Level II – in addition to duties listed above:

- Provides support with recruiting and hiring temporary personnel and volunteers.
- Provides training of temporary and volunteer personnel.
- Prepares reports, surveys and evaluations as needed.
- Assists with collecting data in the preparation of the annual budget for recreational programs, activities, services, and facilities.
- May provide lead direction and coordinate the work of others.
- Evaluates problems and recommends solutions.
- Works at a higher level of efficiency and quality than at a Level I.

MINIMUM QUALIFICATIONS

Knowledge of:

- The philosophy, principles, and theory of recreation.
- Methods and techniques in planning, organizing and leading recreation programs and activities for all age groups.
- Current First Aid and CPR applications.
- Safe driving and work practices.
- Modern office methods and procedures.
- Recreation hazards, effective safety regulations, precautions, and First Aid.
- Products, procedures and changing technology relevant to this position.
- Performing general clerical duties including typing, tracking statistics.
- Coordinating multiple projects and meeting deadlines.
- Operating Microsoft Office including Word, Excel, Outlook, Publisher, and other job-related software.
- Entering data in a timely, efficient manner.
- Preparing reports and efficiently maintaining accurate department records.
- Following oral and written directions.
- Communicating effectively, both orally and in writing.
- Using courtesy, tact, and firmness in dealing with the public.
- Evaluating alternative solutions and presenting recommendations.

Ability to:

- Recognize, prioritize, and accomplish needed tasks.
- Promote customer service focus in forging cooperative public relations.
- Work in a team-based environment.
- Teach: Convey new concepts and confirm participant comprehension.
- Control a training environment and give constructive feedback to participants.
- Use course materials and training equipment safely and effectively.
- Establish and maintain cooperative working relationships with City staff and departments and

others contacted in the course of work.

- Meet the physical, mental, and environmental demands of the job.
- Use initiative and exercise sound independent judgment.
- Accept the input of supervisors and co-workers as well as provide input and be a genuine team player.
- Work independently in the absence of supervision.
- Perform physical work and/or athletic activity related to recreation programs, participation in recreation or sports program.
- Maintain regular and predictable attendance.
- Requires ability to work safely outdoors in all weather.
- Stand and walk for extended periods.
- React to emergency situations by quick movements, strenuous activity, and on occasion, assist or lift persons in distress.
- Remain alert to dangerous situations while sitting, standing, or walking for various lengths of time.
- Lift, push, pull and/or carry equipment up to 50 pounds with assistance.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

EDUCATION AND EXPERIENCE

Level I: Completion of formal or informal education sufficient to read and write at a level required for successful job performance. This is entry level for the Parks and Recreation series. Incumbents work under immediate supervision and receive detailed instructions and training on assignments. Through these assignments, an incumbent is expected to obtain the skills and knowledge necessary to advance to Level II. Work is reviewed frequently to ensure compliance with expected results.

Level II: Completion of formal or informal education sufficient to read and write at a level required for successful job performance; and one (1) year of recent work experience in a public service-related program and equivalent combination of training, education, and experience which demonstrates the ability to perform duties required of the class.

LICENSES AND CERTIFICATES

Level I: Must be able to obtain a State of California First Aid/CPR certification within six (6) months from the date of hire. Possession of a safe driving record per the City's driving standards and policies.

Level II: Must have a State of California First Aid/CPR certification prior to date of hire. Possession of a safe driving record per the City's driving standards and policies.