

RECREATION LEADER I-III

DEFINITION

Under general direction provides support to recreation programming and facility staff in the operations of assigned recreation facility(ies) and assists in implementation of recreation programs.

DISTINGUISHING CHARACTERISTICS

Recreation Leader I: This is the entry level class in the Recreation Leader series. Positions in the class typically have little or no work experience and work under immediate supervision while learning job tasks.

Recreation Leader II: This is the journey level class in the Recreation Leader series. Incumbents work under general supervision and may be appointed as room leads for various programs.

Recreation Leader III: This is the advanced level class in the Recreation Leader series. Employees at this level receive occasional instruction and are fully aware of the operating procedures and policies within the work unit. Incumbents in this classification may be appointed as site leads for various programs.

SUPERVISION RECEIVED

The Recreation Leader works under direction from a Recreation Coordinator. Work assignments also may be made by higher-level recreation classifications.

EXAMPLES OF DUTIES

- Assist general public in a variety of recreation programs.
- Answer phones and questions from the public regarding recreation programs and facilities.
- Process registration forms; take payments and complete receipts.
- Provide support to recreation program coordination staff.
- Ensure compliance with applicable City and County laws and ordinances, and City policies and procedures.
- Monitor the use of recreation equipment and facilities and ensures that all safety precautions are followed.
- Open, prepare and close recreation facility(ies) and or program(s) as assigned.
- Assist in development of recreation activities in assigned facility(ies) and or program(s).
- Lead and supervise recreation activities.
- Assist in evaluation of effectiveness of recreation programs.
- Perform the duties of other Recreation Leader classifications as needed or related work as assigned.

ADDITIONAL DUTIES

In addition to the above duties, tasks within an assigned department may include, but are not limited to the following:

- Complete daily logs of recreation center activities; monitor room set-up and routine maintenance of facilities during evening and weekend hours.
- Keep accurate records of attendance at recreation programs and/or events.
- Assist in the promotion of recreation activities through a wide variety of promotional media.
- Assist in setting up and taking down furniture and equipment.
- Collect and record daily revenues; perform related duties as assigned.
- Assist in coordination of maintenance and custodial activities.
- May officiate and judge a variety of recreational sports, games, activities, and competitions.

MINIMUM QUALIFICATIONS

RECREATION LEADER I

Knowledge of:

- Customer service principles.
- Problem solving skills.
- Correct English usage, including spelling, grammar, and punctuation.
- Good communication and organizational skills

Ability to:

- Communicate clearly and effectively both verbally.
- Follow written and oral directions.
- Establish and maintain positive working relationships with those contacted in the course of work.
- Perform basic arithmetic.
- Operate a computer terminal.

Training and Experience

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

Experience:

No professional experience is required.

Training:

Equivalent to the completion of tenth grade and sufficient work experience to demonstrate possession of the required knowledge and abilities described above.

License and Certificate

No licenses or certificates are required.

RECREATION LEADER II

In addition to the qualifications for the Recreation Leader I:

Knowledge of:

- Computer applications; MS Outlook, Word, Excel, Publisher, Internet.
- Standard office practices and procedures.

Ability to:

- Communicate clearly and effectively in writing.
- Demonstrate attention to detail.
- Exercise tact and diplomacy when dealing with people.
- Monitor observance of laws, ordinances, rules, regulations, and safety and health standards.

Training and Experience

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

Training:

Equivalent to the completion of twelfth grade and sufficient work experience to demonstrate possession of the required knowledge and abilities described above. Supplemental college level coursework in recreation, physical education, public administration, or closely related field is highly desirable.

Experience:

Equivalent to 1,000 hours of responsible experience similar to Recreation Leader I.

License and Certificate

Possession of a valid California Class C Driver License *may* be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

RECREATION LEADER III

In addition to the qualifications for the Recreation Leader I and II:

Ability to:

- Apply common sense and good judgment to difficult or unusual situations.
- Work effectively with a minimum of direct supervision.

Training and Experience

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

Training: Equivalent to the completion of twelfth grade and sufficient work experience to demonstrate possession of the required knowledge and abilities described above. Supplemental college level coursework in recreation, physical education, public administration, or closely related field is highly desirable.

Experience: Equivalent to two years of responsible experience similar to Recreation Leader II.

License and Certificate

Possession of a valid California Class C Driver License *may* be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Incumbents must be willing to work a flexible schedule, depending on program needs, including working evenings, weekends, and holidays. Duties require sufficient mobility to work in a typical office setting and use standard office equipment; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Lift up to 40 pounds. Some of these requirements may be accommodated for otherwise qualified individuals who require and request such accommodation.