



RECREATION LEADER

Part-Time Temporary

Definition:

Under the direction of the Recreation Supervisor, is responsible for supervising public use of recreation facilities, ensuring the public's full enjoyment of recreation facilities and programs in a safe atmosphere.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assist in planning, developing, and conducting a wide variety of activities for children including sports, contests, tournaments, crafts, games, special events, and day camps.
2. Organize, officiate, and instruct children and adult activities; teach fundamentals of play and sportsmanship in recreational activities.
3. Greet new arrivals to activities, introducing them to other participants, explaining facility rules, and encouraging participation.
4. Set-up facilities for sports leagues, classes, activities and special events.
5. Assist in maintaining and cleaning facilities.
6. Assist with the managing of daily operations of facilities.
7. Manage front desk counter of facilities and assist patrons.
8. Balance cash register as necessary.
9. Assist patrons and other recreation staff in routine and emergency situations, including administering first aid.
10. Make recommendations regarding the acquisition or replacement of equipment and supplies.
11. Attend staff meetings, trainings, and workshops.
12. Enforce rules and regulations of recreational facilities to maintain discipline and ensure safety.
13. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Appropriate safety precautions and procedures.
- Record keeping and reporting procedures.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Understand and follow direction, oral and written.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.
- Work independently, without direct supervision.
- Cooperatively work with fellow employees, children, and the public.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be graduation from high school or equivalent.

Physical Requirements and Working Conditions:

- Requires both near and far vision (which may be corrected).
- Requires the mobility to stand, stoop, reach and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Performs work, which involves the frequent lifting, pushing and/or pulling of objects that may approximately 75 pounds.
- Subject to inside and outside environmental conditions.
- May be required to traverse hilly and rocky terrain.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings, weekends, and holidays.