



Recreation Leader

Department/Division:	Parks and Recreation
Reports To:	Recreation Coordinator
Provides Direction To:	Not applicable
Date Updated:	January 9, 2023

GENERAL PURPOSE

Under moderate supervision, assists in leading youth recreation games, activities and programs for children or teens; supervises children or teens at a summer camp, playground program or sports program; and performs other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Leads games, sports, and crafts for children of various ages; explains rules of play and referees sports and games.
2. Provides access and information to the public via phone, email, and in person on programs offered by the Parks and Recreation Department.
3. Monitors and ensures general safety and well-being of children at assigned playground.
4. Assists department with other special recreation events, as assigned.
5. Sets up and tears down facilities for activities, programs and various events.
6. Receives payments, calculates change and issues receipts.
7. Stores and retrieves play equipment, arts, games, and crafts.
6. Works different shifts, evenings, and weekends, as needed.

QUALIFICATIONS GUIDELINES

Knowledge of:

School age recreation activities; safe work practices; child development and child psychology; child safety guidelines; modern office methods and procedures; customer

service methods and techniques; basic computer skills; methods of handling, receipting, and maintaining records of money received.

Ability to:

Organize and lead games; sports, and crafts; assists recreation staff in executing special events; effectively interact with the public, City staff and volunteers while fostering teamwork; communicate politely and effectively with the public, City staff and volunteers; make change with speed and accuracy.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to one year of college course work in the field of recreation, child development, or related discipline.

Experience: Some customer service experience involving public contact. Previous experience or volunteer experience with youth is highly desirable.

Special Requirements: Candidates must be a minimum 16 years of age and have possession of or ability to maintain a work permit.

Possession of or ability to obtain within three months of employment, CPR and first aid certification.

Complete Mandated Reporter training within 6 months of placement in the position.

Ability to different work shifts, evenings, and weekends.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The employee frequently stands and walks within work areas, climbs stairs, and accesses uneven surfaces on fields of play. The employee occasionally sits when completing records. The employee occasionally runs in demonstrating specific types of sports skills. The employee is required to talk or hear, both in person and by telephone. Finger dexterity is occasionally required in the operation of office equipment and firm grasping is required to demonstrate sports skills. The employee occasionally lifts records, supplies, and play equipment typically weighing 20 pounds or less.

Specific vision abilities required by this job include close vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee under variable weather conditions given outdoor activities. Employees may interact with upset facility users and general public while enforcing departmental policies and procedures and safety requirements. The noise level varies between being moderate and loud depending upon the number of users and typically ranges from 70 decibels to 80 decibels or higher. The employee is expected to variable hours, including different shifts, evenings, and weekends.