



## SENIOR RECREATION LEADER

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

### GENERAL PURPOSE

Under general supervision, assists in the implementation of a variety of programs, activities, excursions, and special events for the community; completes records and reports and maintaining supplies; 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. Assists with the planning, promotion, and supervision of activities and programs.
2. Explains policies and procedures to other part-time personnel and volunteers.
3. Completes transactions to receive money from the public in payment for dues, class fees, and other sources of revenue; calculates change and issues receipts.
4. At shift end, totals and balances cash on hand against receipts and revolving receipt machine totals; maintains records and completes basic activity and event reports.
5. Checks in and tracks participants.
6. Sets up and tears down facilities for activities, programs and various events.
7. Organizes and maintains inventory event supplies and records.
8. Performs general clerical and office duties to support recreational operations.
9. Administers first aid, as needed.
10. Works different shifts, evenings, and weekends as needed.

### QUALIFICATIONS GUIDELINES

#### Knowledge of:

Common principles related to community recreation programs; basic methods, practices, and terminology of financial record keeping; safe work practices; general office and computer application skills; and skills needed to communicate effectively orally and in writing.

**Ability to:**

Assist with the organization and execution of daily functions and maintain activity and event records; effectively interact with the public, City staff and volunteers while fostering teamwork; communicate politely and effectively with the public, City staff and volunteers; make accurate and rapid mathematical calculations.

**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:** One year of college course work in the field of recreation, child development or related discipline.

**Experience:** One year experience in youth, community recreation or comparable setting.

**Licenses/Certificates/Special Requirements:**

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

Ability to work different shifts, evenings, and weekends, as needed.

**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.