



RECREATION LEADER

FLSA: Non-Exempt

Union: CLOCEA

Salary: \$3,276 - \$3,982 per month

JOB DESCRIPTION:

Under general supervision, performs plans, organizes, directs, and evaluates a wide range of activities for adults, elementary, junior and high school age boys and girls. This position will require working nights, weekends, and certain holidays. This classification requires employees to work independently within a supervised framework of established and standardized policies and procedures and may perform clerical duties for Parks & Recreation, or the Finance Department.

CLASS CHARACTERISTICS:

This is a full-time position with benefits. This position's primary focus is to assist the Recreation Coordinator with various recreation programs.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Recreation Coordinator.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Generate interest in adult and youth activities and general recreation programs and activities.
- Provide face to face leadership at adult and youth activities and other recreation activities.
- Observe necessary precautions to assure safety of participants.
- Maintain programs and activities with participants to determine if program goals and objectives are being met.
- Submit written reports as required and perform related duties as assigned.
- Maintains a variety of files and records of information.
- Assists the public at the counter and answers telephone inquiries.
- Responds to a variety of inquiries and provides information.
- Receives and processes payments for recreation programs, utility billing, or Yard Sale permits.
- Makes appointments and arranges meetings.
- Balances cash drawer, maintains records and submits for deposit cash received.
- Performs a variety of general clerical duties including filing and ordering supplies.
- Coordinate departmental special projects as assigned.
- Performs related duties as required.

QUALIFICATIONS/REQUIREMENTS:

Knowledge of:

- Program objectives, techniques, specific rules, and procedures for adults and youth sporting, instructional and social events.
- Special Event planning.
- Facility operations.
- Techniques for dealing effectively with the public, parents, participants, and City staff, in person and over the telephone, and providing a high level of customer service.
- Administrative and clerical techniques, practices and procedures.
- Business letter writing and preparation of flyers and promotional materials.

Skill in:

- Modern office methods, procedures, and equipment.
- Clerical accounting methods, forms and techniques.
- Preparation of promotional materials and flyers.

Ability to:

- Plan and conduct fact to face activities with adults and youth.
- Organize and supervise other facts of a total Recreation Program being offered to the community.
- Customer account reconciliation and research methods.
- Operate regular office equipment including calculator, copy machines, and scanner.
- Operate computer utilizing a variety of software including word processing and spreadsheet applications.
- Understand and interpret applicable ordinances, regulations, procedures and City policies.
- Follow oral and written directions.
- Develop and maintain effective working relationships with the public, elected officials, co-workers and other City employees.
- Provide effective customer service in a tactful and courteous manner.
- Work independently exercising effective judgment and decision-making skills.
- Communicate effectively in written and oral form.

Education and Experience:

A combination of education, experience, and training which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Three (3) years of increasingly responsible professional experience in conducting organized recreation programs or activities; and graduation from high school or attainment of a G.E.D.

Licenses and Certifications:

- Possession of a valid and appropriate California's driver's license.
- Must have, or obtain within 30 days of hire, CPR & First Aid Certification.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 35 pounds.

ENVIRONMENTAL ELEMENTS:

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances and will also work out in the field attending/supervising youth sporting events. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.