

SEASONAL RECREATION LEADER I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, assists in the planning, operation and safe implementation of recreation programs at a neighborhood community center; coordinates youth activities at elementary, middle schools, high schools, and similar off-site locations; and performs other related work as assigned.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Collects fees; prepares fund deposits; prepares reports; provides information to the public; adheres to and upholds City/Parks ordinances, policies, regulations, and notifies appropriate agencies when necessary; making recommendations regarding facility and equipment repairs and safety. Lead organized sports programs such as open play, tournaments, arts and crafts, special events, field trips, activity classes, and tutoring.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic objectives of recreational programs.
- First Aid methods and safety precautions to be used in recreational activities.
- Principles, practices, and procedures used in rendering recreational and social community programs on playgrounds, parks, and in community centers.

Ability to:

- Plan, organize, implement and participate in recreational and related activities.
- Keep accurate records of fees collected.
- Communicate effectively, both verbally and in writing.
- Read and interpret rules, regulations and policies of recreational games and activities.
- Establish and maintain effective working relationships with those contacted during the course of work.

Experience and Training Qualifications

Experience: Experience working with the public or recreation programs, including childcare or education. Supervisory skills and/or leadership experience are desirable.

Training: A Work Permit is required for current high school students under 18 (must be at least 16).

License/Certificate: A current, valid, California driver's license. CPR and First Aid Certificates highly desirable.

Special Requirements: A Work Permit is required for minors under 18, before employment can begin.

WORKING CONDITIONS

Environmental Conditions: Indoor and outdoor recreational facilities; public contact; exposure to computer screens.

Physical Conditions: Essential functions may require ability to work various hours and schedules including evenings, weekends and holidays; maintaining physical ability and mobility necessary for: walking, bending, stooping, crouching, kneeling, twisting or standing; heavy, moderate or light lifting; use of fingers, hands and arms for reaching, pushing, pulling; speaking and hearing to exchange information; visual acuity to read or observe and interpret information and events; and traveling to various work locations, and exposure to inclement weather.