CITY OF OCEANSIDE

REVISED: JULY 2010
JOB CODE: XTRA05
UNIT: HOURLY/EXTRA-HELP

SEASONAL RECREATION LEADER II

*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, to supervise, plan and coordinate and facilitate recreation programs and activities at an assigned neighborhood community center and; to coordinate projects and events at other off-site locations, and perform 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.*

Coordinates the organization, staffing and operational activities for recreation programs and activities at an assigned community center including after school programs, contractual classes, youth activities, sports leagues, cultural affairs, special events, facility rental and senior citizen services; supervises and evaluates City staff, contractual instructors, volunteers and seasonal employees; identifies opportunities for improving service delivery methods and procedures; assigns work activities and projects; serves as liaison to the community and represents assigned recreation programs; schedules usage of facilities for special activities; provides information and assistance to users of facilities; monitors, inspects, schedules maintenance for and secures facilities; collects fees for use of recreational facilities; prepares program event and facility marketing material including news releases, flyers, schedules of events, pamphlets and brochures; coordinates youth sports leagues; develops, conducts and supervises various day camps and teen programs; participates in planning and administering community outreach programs, fund raisers, craft fairs, concert and health fairs; coordinates assigned recreation program activities with those of other City departments and recreation programs; maintains records and develops reports concerning new or ongoing recreation programs; prepares statistical reports as required; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of the assigned recreation program.
- Principles and practices of planning, administering and coordinating recreation and community services.
- Methods and techniques of special event scheduling and coordination.
- Principles and practices of facility rental, operation and maintenance.
- Current community concerns and needs and appropriate resources to meet those needs.
- Modern office procedures, methods and equipment including computers.
- Principles of business letter writing and basic report preparation.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Coordinate and direct the work of lower level staff.
- Coordinate and implement contractual recreation services and classes.
- Coordinate and oversee usage of assigned recreational facilities.
- Develop and implement appropriate and effective community services, special events, sports leagues, and youth programs.
- Interpret and explain City recreation program policies and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Qualifications

Experience: Two years of increasingly responsible part-time work experience in delivering, monitoring and facilitating a recreation or child care program. Supervisory skills and demonstrated leadership experience are highly desirable.

Training: Equivalent to the completion of the twelfth grade. Additional training or course work in recreation, leisure studies, delivery of recreational programs, or a closely related field is desirable.

License: A current, valid, California driver's license.

WORKING CONDITIONS

Environmental Conditions: Indoor and outdoor recreational facilities; extensive public contact.

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.