

SENIOR RECREATION LEADER

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.

SUMMARY DESCRIPTION

Under the direction of an assigned supervisor/coordinator, the Senior Recreation Leader is responsible for implementing programs at a given site, including administering program curriculum and supervising program staff. This is an at-will, intermittent, part-time, hourly wage position without City-paid benefits. Some evening and weekend work may be required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Implement all daily activities of a given program, including administration of program curriculum, leading program activities, monitoring and enforcing program rules and regulations, maintaining a safe environment and collecting any necessary paperwork.
2. Instruct program participants in rules, model appropriate behavior, monitor strict adherence to program guidelines and enforce rules.
3. Exercise sound judgment in addressing behavior problems.
4. Responsible for appropriate use, maintenance and storage of all program supplies and equipment.
5. Establish and maintain a respectful and courteous working relationship with participants, volunteers, staff and those contacted in the course of work.
6. Exhibit enthusiasm and support for the program.
7. Assist with training and directing staff and volunteers to ensure program activities are accomplished.
8. Provide information and open communication with appropriate individuals.
9. Perform other program-related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Recreation programs and curriculum

Ability to:

Work assigned program hours.

Communicate clearly and concisely, both orally and in writing and understand and carry out oral and written directions.

Learn pertinent City rules, policies, ordinances and program requirements.

Establish and maintain effective working relationships with those contacted during the course of work.

Understand and follow oral and written instructions.

Education and Experience Guidelines - Any combination of education and experience that would likely provide

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the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Minimum qualifications:

Possession of high school diploma or GED certificate.

Education/Training:

First Aid and CPR training.

Experience:

One (1) year of progressively responsible recreation or program administration experience AND prior experience working with age appropriate groups (children through adults).

License or Certificate:

Possession of a valid California Driver License.

Possession of a valid First Aid and CPR certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment and at indoor and outdoor recreational facilities; travel to different locations; incumbents may be exposed to inclement weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (10-50 pounds); to travel to other recreation sites; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Unrepresented

FLSA Status: Non-Exempt

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ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Senior Recreation Leader position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.