



**MARCH 2016
FLSA: NON-EXEMPT
TEMPORARY**

RECREATION LEADER I

DEFINITION

Under direct supervision, provides leadership and functional oversight to a recreation program, activity or service; directs and/or leads the activities of a program, activity or service; organizes and implements program elements and oversees participants, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Recreation Technician, Recreation Coordinator, Recreation Supervisor, or Program Manager. Exercises no direct supervision over staff.

Class Characteristics:

This is the entry-level class in the recreation class series utilized in Parks and Community Services Department. Positions are filled on a seasonal or program-specific basis. The class is distinguished from the Recreation Leader II by the latter's responsibility for on-site coordination of a specific recreation activity.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right 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.

- Oversees participants and volunteers in a recreation program, activity or facility.
- Maintains program discipline.
- Accompanies participant groups at special events or on program outings.
- Provides feedback regarding program development and activity schedule.
- Develops and distributes promotional and marketing information and assists the public with questions and problems.
- Opens, closes, secures and maintains a safe program environment and facility; conducts safety checks; administers first aid as required.
- Maintains records and prepares reports.
- Attends mandatory pre-service and in-service training and meetings.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Basic safety precautions and procedures related to recreation program area(s) and facilities.

- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Learn to work independently while supervising facilities and user groups.
- Learn, understand, and apply facility use policies and procedures.
- Provide courteous assistance to facility patrons.
- Lift and move tables and chairs and arranging facilities for community events and/or meetings.
- Remain flexible and adapt as job responsibilities change.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Operate modern office equipment including computer equipment and software programs; enter and retrieve data for class registration and facility reservations.
- Make accurate arithmetic calculations.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade and no experience required.

Licenses and Certifications:

At the option of the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. Additional requirements may include, but are not limited to:

- California class C driver's license
- First Aid Certification
- Cardio Pulmonary Resuscitation (CPR) 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; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. 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 occasionally 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 weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. 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.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of City facilities.