

RECREATION CENTER DIRECTORDEFINITION

Under general direction, directs recreational and educational activities and/or programs at various sites.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Develops programs and evaluation tools for a wide variety of recreational and educational activities such as athletics, games, arts and crafts, dances, drama, excursions, parent education, substance abuse prevention, juvenile delinquency prevention programs and family-oriented activities. Markets and stimulates interest in these various programs. Recruits and trains part-time staff and volunteers. Assigns and reviews the work of subordinate personnel. Determines the need for playground, athletic, and arts and crafts equipment and supplies and processes the necessary paperwork. Prepares various reports. Administers first aid when required. May coordinate City-wide programs and/or special events. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a journey-level classification involved in the development and supervision of recreational and educational projects and activities comprised of several programs at various sites. This class differs from that of Recreation Leader in that the latter is responsible for only a specific program within a project or activity.

MINIMUM BASIC QUALIFICATIONS

Two years of experience leading children or adult groups in recreational and educational activities or any equivalent combination of experience and training which provides the desirable knowledge, skills and abilities. College-level coursework in recreation or related field may be used in combination with experience to meet the minimum qualifications.

SPECIAL REQUIREMENTS Willingness and ability to work evenings, weekends and holidays. Possession and retention of a valid California Class C driver's license is a condition of employment. Possession of a valid California Class B driver's license is desirable.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: methods and objectives of recreational, educational, and juvenile delinquency prevention programs; parent education methods and family dynamics; first aid practice and techniques; gang dynamics and juvenile delinquency prevention techniques; safety precautions; group psychology.

Skill in: several of the sports and activities of a recreation program.

Ability to: design, develop, implement and coordinate a wide variety of recreational, educational, and juvenile delinquency prevention programs and activities; organize, direct, and lead groups of children or adults in various programs and activities; direct, train and supervise the work of subordinates; express ideas effectively orally and in writing; meet and deal tactfully with the public and resolve minor complaints and/or problems; establish and maintain effective working relationships with the public and other city

employees.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are well-organized, enthusiastic individuals who possess the initiative, good judgement and strong communication skills necessary to plan, develop and direct a wide range of juvenile delinquency prevention, recreational, and educational programs. Dynamic leaders with outstanding interpersonal skills, these individuals motivate others to participate in programs and work well with people of all ages and cultural/economic backgrounds.

Class title change from Recreation Leader I per SACEA MOU 81-83,  
effective 7-1-81

Revised: 2/96