

RECREATION LEADERDEFINITION

Under immediate supervision, assists with the planning, organizing and directing of activities for youth and adults at a recreation center, park, playground, swimming pool or other recreation facility.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assists in developing, organizing and instructing groups, teams, individuals, committees, classes, workshops and programs in 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. Assists with the recruitment and training of part-time staff and volunteers to provide direct leadership in recreational activities. Assigns, guides, checks and corrects the work of assigned personnel. Maintains discipline, attendance and activity records; prepares reports describing and evaluating recreation and juvenile delinquency programs and events. Monitors and inspects recreational areas for safety hazards and adherence to safety standards. Issues and maintains playground, athletic and arts and crafts equipment and supplies. Administers first aid when required. May coordinate or assist with city-wide recreation programs and special events. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is an entry-level classification responsible for a specific program(s) within a project or section of the Recreation and Community Services Agency. Work is performed in accordance with established schedules, procedures and guidelines; however, some independent judgment is exercised in developing activities and resolving specific work problems. This class differs from that of Recreation Center Director in that the latter is responsible for an entire project or activity which is comprised of several programs.

MINIMUM BASIC QUALIFICATIONS

One year of experience involving the planning and supervision of recreation, juvenile delinquency prevention or health-related activities; or any equivalent combination of experience and education which provides the desirable knowledge and abilities listed below. College-level courses in recreation, physical education, sociology, education, criminal justice or a related field may be used in combination with experience to meet the minimum qualifications.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: recreational, educational and health-related programs and activities for diverse age groups; substance abuse issues; parent education methods and family dynamics; the rules and regulations governing competitive games and athletic activities; first-aid practices and techniques; gang dynamics and juvenile delinquency prevention techniques.

Ability to: organize and lead large groups in recreational or educational activities; meet and deal tactfully and effectively with City staff, program participants, and the public; gather and maintain adequate operating records; manage large group excursions; understand and follow written and oral instructions; communicate in a clear, concise and effective manner both verbally and in writing.

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.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS:

Successful performers are positive, enthusiastic and creative individuals who enjoy planning and directing a wide range of recreational and educational programs and events. Dynamic leaders with outstanding interpersonal skills, these individuals motivate others to participate in athletic and other recreational and juvenile delinquency prevention activities and work well with people of all ages and cultural/economic backgrounds. Successful performers train and direct staff using strong organizational and communication skills, and assist in providing high quality service to the community.

NOTE: Possession and retention of a valid California Class B driver's license and certification in Cardio Pulmonary Resuscitation (CPR) is highly desirable.

NOTE: Some positions may require bilingual capability in English and one other language as an added minimum qualification.

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

ADA Approved: 1/01;

Revised: 2/96

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