

Title: Recreation Leader
PG: 24
Status: Civil Service
Position Reports to: Recreation Supervisor
Department: Parks and Recreation

Class Code: 8053
Date: 11/08

GENERAL DESCRIPTION OF CLASS

This is organizing and leadership work in conducting recreational activities. Employees of this class are responsible for preparing, organizing, and supervising recreational activities. Responsibilities also include seeing to the proper operation and maintenance of the buildings, grounds, and physical facilities in the assigned areas. Some preliminary training and general instructions are received from professional and administrative superiors regarding the program to be administered, but employees are required to adjust their program in accordance with the facilities available and age groups attending. Work is reviewed through field visits, staff conferences, and the analysis of activity reports.

ESSENTIAL FUNCTIONS:

1. Organizes and supervises a wide variety of recreational activities, including team and individual games, athletic contests and sporting events; assists with and conducts tournaments; supervises free play.
2. Registers patrons and collects and tallies fees for various classes and checks in supplies and equipment.
3. Enforces rules and regulations; maintains safeguards against accidents and instructs children in safe use of equipment. Monitors game room, weight rooms, and gym. Reports hazardous conditions and accidents and administers first aid when needed.
4. Instructs individuals and groups in recreational activities; maintains discipline in recreational areas.
5. Handles related paperwork such as attendance records and requisitioning supplies.
6. Participates in staff meetings; assists in planning special events; provides information about programs to parents and other citizens.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the methods and techniques of playground and community center planning, of the philosophy and objectives of public recreation, of child psychology and sociology and of personal health and hygiene.
2. Knowledge of and ability to lead a variety of recreational activities suitable for children and adults.
3. Knowledge of first aid methods and necessary safety precautions used in recreation work.
4. Knowledge of rules and regulations governing various competitive athletic games, such as softball, basketball, and volleyball.
5. Some knowledge of the manual arts and crafts, dramatics, and music.
6. Ability to adhere to program standards and objectives outlined by supervisors.
7. Ability to supervise subordinates in recreation work, discipline and solve disciplinary problems.
8. Ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees, and the general public.
9. Ability to perform work requiring good health and physical stamina.
10. Ability to apply customer service skills and troubleshooting.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 50 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to significant environmental hazards, blood borne pathogens, high temperatures outside activities-heat, and bright/dim light,

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's class.
2. Must maintain a valid home telephone number.
3. Must maintain First Aid and CPR certification.
4. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.