



SUMMARY

Under general supervision, performs support work related to recreational programs, events, and activities; provides instruction and conducts classes/activities for program participants under the guidance and direction of higher-level staff; prepares buildings, fields, and facilities for scheduled activities or events; and provides routine administrative support. May assist with the development, promotion, and implementation of programs which meet the needs of a diverse community; ensures program facilities are properly maintained; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory staff and direction from higher-level staff. Exercises direction over lower-level staff and volunteers.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level and lead class in the Recreation Leader series responsible for leading and directing the activities of subordinate staff within an assigned program area, but may also be assigned to perform difficult and complex support work within a program area. Incumbents are expected to work independently and exercise judgment and initiative. This classification is distinguished from Recreation Coordinator in that the latter is responsible for all operational activities within an assigned program area, including serving in an ongoing lead capacity over program staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

1. Assists in the development, promotion, and implementation of a diversified recreation program for all ages in accordance with community needs; evaluates program effectiveness; and recommends changes.
2. Assists in the activities of staff and volunteers; may plan, assign, train, direct, and monitor staff duties.
3. Opens and secures program areas before and after program use; prepares program areas for scheduled recreational activities and events.
4. Leads the operation of recreation/sports camps or other large programs.
5. Provides instruction and conducts classes/activities for program participants.
6. Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to supervisor as appropriate.
7. Directs and leads the work of lower level staff assisting in a particular program area or special event.
8. Assists in fee collection and accounting activities; reviews records and files to ensure proper accounting and documentation consistent with District policies and procedures.
9. Inspects and maintains program equipment; ensures that maintenance and repair needs are addressed.
10. Performs routine administrative duties such as phone and counter reception and registration processing.
11. Assists with District special events as needed.
12. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED is required; some college level coursework is desired;

AND

- Two years of relevant part-time recreation program experience, or related work experience.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles and practices of leadership.



- Organization and operation of the assigned program area and related facilities.
- Proper care and use of recreation equipment, materials, and supplies.
- Methods and techniques of planning, evaluating, and implementing recreation programs.
- Principles and techniques for fostering effective work groups.
- Cash management, accounting, and record-keeping techniques.
- Principles and practices for providing high level of customer service.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, and computer equipment and applications related to the work.

Ability to:

- Lead lower-level staff and volunteers, including training, work planning, organizing, scheduling, and coordinating.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Make basic mathematic calculations with speed and accuracy; count money and make change.
- Maintain accurate financial records and work within authorized budgeted resources.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire and maintain certification throughout employment.

PHYSICAL DEMANDS

Must possess: mobility to perform medium physical work; vision to read printed materials and a computer screen, and to operate a vehicle to transport materials and equipment to various sites and offices; hearing and speech to communicate in person and over the telephone or radio. The classification supports indoor and outdoor recreation programs requiring frequent walking, running, conducting exercises, and related physical activities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, or tools and equipment used in assigned program area. Program activities may require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties; the need to lift, carry, and push tools, equipment, and supplies weighing up to 40 pounds, or higher weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test



Livermore Area
Recreation and Park District
An independent special district

RECREATION LEADER III

CLASSIFICATION DETAILS/HISTORY

Job Code: PT257

FLSA Status: Non-Exempt

Supersedes: Senior Recreation Leader I dated 8/11/2010