



## **SUMMARY**

Under immediate supervision, performs routine support duties in support of recreational programs, events, and activities; prepares buildings, fields, and facilities for scheduled activities/events; performs recordkeeping and scorekeeping duties at sports events; provides routine administrative support; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from higher-level supervisory staff and direction from higher-level staff. Exercises no supervision over staff.

## **DISTINGUISHING CHARACTERISTICS**

This is the entry-level classification in the Recreation Leader series responsible for providing operational assistance and support to an assigned program area. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Recreation Leader II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. This classification is distinguished from the Recreation Leader II in that the latter classification is responsible for performing the full range of duties with respect to providing recreation programs, activities, and classes and providing instruction to participants within an assigned program.

## **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 conducting and monitoring recreational program activities within one or more assigned program areas; learns to perform tasks in accordance with rules, regulations, policies, and procedures.
2. Opens, secures, and cleans program areas before and after program use; prepares program areas for scheduled recreational activities and events.
3. Serves as a scorekeeper for various adult/youth athletic sports programs.
4. Assists with the operation of recreation/sports camps or other large programs; learns to provide some instruction to participants under the guidance and direction of a program leader.
5. Inspects program areas and equipment and recommends maintenance and repair as needed.
6. Maintains records of participation and collects participant fees.
7. Issues, receives, and controls the use of recreational equipment and supplies; monitors equipment inventories and recommends procurement of items as needed.
8. Assists in the implementation and monitoring of District procedures with respect to participant safety.
9. Performs routine administrative duties such as phone and counter reception and registration processing.
10. Assists with District special events as needed.
11. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- High School Diploma or GED is desirable.
- No prior experience is required.

### **Knowledge of:**

- Recreation program services, operations, and activities.
- Modern office practices, methods, computer equipment, and applications related to the work.
- Principles and practices for providing high level of customer service



## **Ability to:**

- Learn relevant laws, rules, regulations, policies, procedures, operations, services, and activities.
- Assist in maintaining the safety of program activities and participants.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Make basic mathematic calculations with speed and accuracy; count money and make change.
- 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:**

- 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; 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 ability 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.
- Work Permit if applicable.

## **CLASSIFICATION DETAILS/HISTORY**

Job Code: PT250

FLSA Status: Non-Exempt

Supersedes: Recreation Leader I dated 9/28/16