



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; provides routine administrative support; 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 journey-level classification in the Recreation Leader series responsible for performing the full range of recreation program class and activities support. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the 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. Conducts and monitors recreational program activities within one or more assigned program areas; performs tasks in accordance with rules, regulations, policies, and procedures.
2. Assists with the operation of recreation/sports camps or other large programs; provides instruction and conducts classes/activities for program participants under the guidance and direction of a program leader.
3. Monitors and enforces policies and procedures with respect to participant safety.
4. Inspects program areas and equipment and recommends maintenance and repair as needed.
5. Maintains records of participation and collects participant fees.
6. Assists in the planning and implementation of recreation program activities and classes.
7. Transports, issues, receives, and controls the use of recreational equipment and supplies; monitors equipment inventories and recommends procurement of items as needed.
8. Opens, secures, and cleans program areas before and after program use; prepares program areas for scheduled recreational activities and events.
9. May direct the work of lower level staff assisting in a particular program area.
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 desirable.
- One year of relevant recreation program support experience.

Knowledge of:

- Recreation program services, operations, and activities.
- Relevant laws, rules, regulations, policies, and procedures.
- Proper care and use of recreation equipment, materials, and supplies.
- Principles and practices for providing high level of customer service.
- Principles and practices of recordkeeping.
- Occupational hazards and standard safety practices.



- Modern office practices, methods, and computer equipment and applications related to the work.

Ability to:

- Lead and conduct assigned program classes or activities.
- Maintain 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.
- Respond appropriately to changing situations.
- 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 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: PT252

FLSA Status: Non-Exempt

Supersedes: Recreation Leader II dated 3/14/07