

**COMMUNITY SERVICES DEPARTMENT  
RECREATION DIVISION  
LEAD RECREATION LEADER**

**GENERAL DUTIES:** Under supervision of a Recreation Coordinator and indirect supervision of a Recreation Supervisor, plan, organize, and direct the physical, recreational, and social activities of assigned recreation programs. Program areas include, but are not limited to, adult sports, youth sports, adult special classes, youth special classes, pre-school, therapeutics, recreation facilities, special events, seniors, museum, cultural arts, summer camps, and aquatics. This position may be a year round part-time position or seasonal position, such as an Assistant Pool Manager or Pool Manager, depending on the recreation program.

**GENERAL REQUIREMENTS:**

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the city, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

**ILLUSTRATIVE EXAMPLES OF WORK:**

1. Observe program areas to insure cleanliness and safe, proper use of facilities and equipment.
2. Participate in related training programs and staff meetings.

3. Plan, organize, and direct a wide variety of programs and activities to meet the recreational, educational, physical and social needs in the community.
4. Supervise and direct other personnel, including Recreation Leader I, Recreation Leader II, and aquatics personnel.
5. Assist in site administration; act as site director in Recreation Coordinator's absence.
6. Perform a variety of clerical and administrative support functions for assigned program area as needed.
7. Organize, lead, and evaluate a variety of recreation activities for multiple age groups.
8. Assist in training other recreation personnel.
9. Order, issue, and collect equipment.
10. Provide elementary instruction in arts and crafts, such as finger painting and paperwork.
11. Render first aid in the event of injury.
12. Keep activity and attendance records.
13. Open and close buildings and maintain in clean and orderly manner.
14. Perform related work as required.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

**SKILLS:**

1. Computer skills and use of Microsoft Office products.
2. Excellent interpersonal and communication skills.
3. Excellent customer service techniques.
4. Direct, plan, and organize activities.
5. Leadership and supervision skills required to develop and implement a recreation

program.

KNOWLEDGE: Knowledge of:

1. Safety, first aid, and other emergency resource methods.
2. Age appropriate recreational activities.
3. Handling the needs and concerns of various age groups.
4. Principles and practices of working in a team environment.

ABILITIES: Ability to:

1. Organize and direct the activities of participants involved in recreation activities.
2. Appropriately supervise staff and youth in a recreation setting.
3. Provide good leadership and work as a team player.
4. Interpret and explain policies and procedures.
5. Arrive at job site on time and in the appropriate uniform required by the Division.
6. Communicate clearly and concisely, both orally and in writing.
7. Properly follow scheduled programs and activities.
8. Perform in active physical events.
9. Engage youth in activities and motivate participants.
10. Follow established safety procedures.
11. Learn and use a variety of word processing/computer software programs.
12. Display customer service techniques to deal tactfully and courteously with, program participants, and the general public and to solve minor disciplinary problems.
13. Independently initiates and completes work activities

14. Work various hours, including nights and weekends.
15. Respond to requests and inquiries from the general public.
16. Respond calmly and efficiently in emergency situations.
17. Work outdoors in variable temperatures and weather conditions.

**MACHINES/TOOLS/EQUIPMENT UTILIZED:**

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Binding machine
7. Lettering machine
8. Facsimile machine
9. Two-way radio
10. Keys to a variety of City locks
11. Report forms, pencils and pens
12. Specialized computer software
13. Presentation equipment, microphones, easels, overhead projectors, tape recorder, etc.
14. Television and VCR equipment

**PHYSICAL DEMANDS:**

Under typical office or field conditions, employee will perform the following physical activities that include handling files, books, binders, and sometimes boxes of work-related material, lifting and pushing or pulling equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking
3. Standing, for up to 4 hours during presentations, training seminars, and recreational activities.
4. Kneeling
5. Bending/stooping
6. Twisting
  
7. Reaching
8. Carrying equipment up to 50 lbs.
9. Pushing/pulling, equipment up to 50 lbs.
10. Lifting, up to 50 lbs.

11. Speed, in meeting deadlines and using office equipment.
12. Swimming, when assigned to work at a pool location.

**SENSORY DEMANDS:**

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, telephone, copier, calculator, fax machine, television, VCR, microphone, easel, overhead projector, tape recorder, automobile, etc.:

1. Seeing
2. Speaking
3. Hearing
4. Touching

**ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:**

**Office Conditions:**

1. Indoors: Typical office conditions, up to 25 - 50% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, typewriters, etc.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

**Field Conditions:**

1. Outdoors: Typical field conditions, up to 50% of the time.
2. Travel: Under varying conditions via automobile, less than 20% of the time.
3. Flooring: Carpet, wood, tile, linoleum, uneven surfaces, grass, rock, asphalt, etc.
4. Noise Level: Normal outdoor levels when working or traveling in the field.
5. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle.
7. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

**HAZARDS:**

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, calculator, fax machine, VCR, television, microphone, easel,

overhead projector, tape recorder, etc.

When working or traveling in the field, there is some exposure to mechanical hazards while traveling in a vehicle.

**ATMOSPHERIC CONDITIONS:**

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

**REQUIREMENTS, TRAINING EXPERIENCE AND QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Two (2) years of experience. A typical way to acquire experience is to have actively participated in sports programs, leadership, music, arts and/or music classes, or similar activities outside a school setting and have experience in supervising children, communicating with parents and the general public.
3. Leadership skills required.
4. When placed in a Pool Manager and Assistant Pool Manager position, an American Red Cross Lifeguard training certificate and Water Safety Instructor Certificate are required.
5. Valid tuberculosis (TB) Certificate.
6. Possess and maintain a valid California Driver License along with a safe driving record necessary to operate assigned vehicle(s).
7. Pass a pre-employment drug test.
8. Pass a Department of Justice criminal record check for employment.
9. Prefer non-tobacco user.
10. Prefer bilingual (English/Spanish).