



JOB DESCRIPTION

JOB TITLE: Recreation Leader I

JOB CODE: 3130

DEPARTMENT: Community Services/Parks & Recreation

FLSA STATUS: Non-Exempt

REPORTS TO: Recreation Coordinator

SUMMARY OF JOB PURPOSE

Leads and supervises a variety of recreation and activity programs at assigned and/or designated recreation facilities.

ESSENTIAL FUNCTIONS

1. Responsible for the development and implementation of recreation programs and activities, including direct supervision and guidance of youth participants; leads games and craft activities and provides homework assistance during the after school program.
2. May receive funds at events; maintains accurate inventory of program supplies, games, crafts, etc.; participates in the shopping/ordering of supplies and snacks.
3. Maintains records of programs and activities; maintains time cards and attendance records; ensures up-to-date and accurate contact list for parents and/or legal guardians and ensures that children are picked up in accordance with authorizations on file.
4. Inspects facility to ensure youth safety and maintains a clean and organized recreational area; cleans up spills and unsanitary conditions when they occur.
5. Prepares supplies and materials for programs and activities and prepares snacks; arranges chairs, tables, and sporting or exercise equipment in designated rooms or other areas for scheduled group activities; operates audiovisual equipment, as needed.
6. Keeps attendance records or scores at events; monitors spectators and participants at special events to ensure orderly conduct.
7. Periodically drives children and other staff in a 15-passenger van for off-site activities; monitors activities of youth during recreational trips or tours; disciplines youth participants according to established policies and procedures, as necessary.
8. Coordinates assigned staff; prioritizes and assigns tasks and projects; coaches, instructs, and provides training to employees as necessary; prepares activity and snack schedules; participates in training opportunities and attends staff meetings.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and three (3) years experience as a Recreation Aide or two (2) years experience working with children; or an equivalent combination of education and/or experience that could provide the required knowledge, skills, and abilities. Basic understanding of recreation activities and the ability to deal effectively with people from a variety of backgrounds required. Specific education/training in Child Development and/or child abuse recognition preferred. Must be at least 21 years of age.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers or employees of the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; must be able to successfully pass a drug test, background, and fingerprint check; current CPR and/or First Aid certification is desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to outside weather conditions and the noise level in this work environment is usually loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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