



JOB DESCRIPTION

JOB TITLE: Recreation Leader II

JOB CODE: 3140

DEPARTMENT: Community Services/Parks & Recreation

FLSA STATUS: Non-Exempt

REPORTS TO: Recreation Supervisor

SUMMARY OF JOB PURPOSE

Maintains front counter operations at Community Center; leads and supervises a variety of recreation and activity programs at designated recreation facility or on trips; or may serve as a pre-school teacher for children ages 2 years, 9 months to 6 years.

ESSENTIAL FUNCTIONS

1. Welcomes visitors and answers incoming telephone calls; provides information regarding activity schedules and registration requirements; processes customer registrations and inputs information into department computer system; processes customers for facility passes and photo ID's; receives funds and issues receipts; administers concession sales.
2. Compiles and/or balances various financial documents and reports; maintains accurate inventory of supplies, games, crafts, equipment, concession items, etc.; participates in the shopping/ordering of supplies; produces promotional material, flyers and banners..
3. Performs general building maintenance and custodial upkeep ensuring cleanliness of building, including restrooms; cleans up spills and unsanitary conditions when they occur; sets up and takes down meeting rooms, including the folding and un-folding of tables; inspects and repairs equipment as necessary; operates audiovisual equipment as needed.
4. Performs inspections of facility to ensure participant and customer safety and maintains a clean and organized recreational area; monitors all building participants during facility hours of operation to ensure orderly conduct.
5. Responsible for the development and implementation of recreation programs and activities, including direct supervision and guidance of youth participants; prepares lesson plans and leads games and craft activities; works as primary contact at camps and during off-site trips.
6. Maintains records of programs and activities including, but not limited to, rosters, daily roll sheets/attendance records, time cards, and emergency contacts; 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.
7. Periodically drives children and other staff in a 15-passenger van for off-site activities; monitors trip petty cash and activities of youth during recreational trips or tours; disciplines youth participants according to established policies and procedures, as necessary.
8. Supervises assigned staff; prioritizes and assigns tasks and projects; coaches, instructs, and provides training to employees as necessary; prepares schedules; participates in training opportunities and attends staff meetings.

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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ADDITIONAL ESSENTIAL FUNCTIONS (Pre-school Teacher positions only)

1. Provides a safe and nurturing learning environment for young children between the ages of 2 years, 9 months to 6 years; develops and maintains a learning environment conducive to growth in the areas of physical, cognitive, and social disciplines; records observations, implements assessments, sets goals for individual children, and prepares group lesson plans and activities accordingly.
2. Demonstrates the ability to positively interact with children; communicates verbally and in writing with children and their parents/legal guardians.
3. Recognizes health and safety hazards and protects children from harm; encourages and provides children with a variety of opportunities for learning and for social experiences; adapts and responds to changing and challenging conditions in ways that enhance program quality.

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.

EDUCATION and/or EXPERIENCE

High School Diploma or equivalent and three (3) years experience as a Recreation Leader I, or three (3) years experience working with children, or in customer service, with at least one (1) year as a group leader/supervisor; or an equivalent combination of education and experience and could provide the required knowledge, skills, and abilities. Additional education in Child Development and/or Early Childhood Education preferred, and required for Pre-school Teacher positions. 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.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Some positions may require knowledge of working with special needs children to include, but not limited to, speech impairments, autism, physical limitations, etc.

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.

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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 50 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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