



May 2007
FLSA: NON-EXEMPT

RECREATION LEADER I

DEFINITION

Under direct supervision, assists in conducting activities in connection with recreation and community services programs of assigned recreational or school facility; provides responsible childcare and/or customer service to program participants; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Recreation Coordinator; may receive technical and functional direction from higher-level or more experienced staff. No supervision of staff is exercised.

CLASS CHARACTERISTICS

This is the entry-level in the Recreation Leader class series. Incumbents of this classification have a wide range of responsibilities that relate to assisting with the overall operation of recreational facilities, programs, and general office duties. Work is generally reviewed in progress and upon completion. Incumbents are expected to refer matters that do not fit a clear pattern to the supervisor for instructions. This class is distinguished from Recreation Leader II in that the latter is more experienced, works with more independence, requires more initiative and judgment, and may function as a site manager at an assigned recreational or school site.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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.

- Develops, coordinates, and implements youth recreational activities at an assigned facility, which may include organizing games and crafts, cooking lessons, assisting children with their homework, running day camps, and other related activities.
- Supervises participants in a variety of program activities consistent with assigned recreation program.
- Participates in the planning and implementation of recreation activities appropriate for participant age groups, reflective of traditional theories and practices, and in compliance with Federal, State and local laws, regulations, and guidelines.
- Maintains records and files on all participants; updates emergency and other pertinent information on a regular and as needed basis.
- Promotes safety and renders first aid as required.
- Documents all incidents involving injury, behavioral problems, and/or any unusual events; communicates as appropriate to supervisor, parents, and others; maintains all related records.

- Monitors and evaluates the effectiveness of the assigned program, activities, and special events and recommends improvements or modifications.
- Issues and collects recreation equipment, supplies, games, and craft materials.
- Maintains a variety of logs, records, and files.
- Responds to participants' and/or parents' needs for assistance or information.
- Monitors the proper and safe use of program facilities by participants.
- Assists in planning and conducting special events; sets up and takes down tables, chairs, and equipment, for classes, activities, events, and meetings.
- Monitors facility use; opens, closes, and secures building for events.
- May coordinate and participate in a variety of program operations and facility maintenance activities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, techniques, procedures, and customer service delivery needs related to the program area(s) to which assigned.
- Basic recreational, cultural, and social needs of the community.
- Depending on the assignment, a variety of games, sports, arts, crafts, and other activities appropriate to various ages of participants.
- Safety principles and practices, including basic first aid, and adult and child cardiopulmonary resuscitation (CPR) methods.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area(s) and facilities to which assigned.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques of dealing with individuals of various ages and from various socio-economic groups and for effectively representing the City in contacts with users and the community.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Plan, coordinate, review, and evaluate customer service delivery to promote recreational activities.
- Learn, interpret, apply, and explain Federal, State, and local policies, procedures, laws, and regulations related to the assigned program area(s).
- Provide courteous assistance to facility patrons.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Maintain and update a variety of files and records, including confidential documentation.
- Understand and carry out both oral and written instructions in an independent and timely manner.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of tenth (10th) grade and the ability to organize and supervise recreational activities for varying age groups. Must possess the ability to communicate effectively with children, parents, and Town of Apple Valley staff. Must be 16 years of age or older; incumbents under the age of 18, who are required to attend school, must provide a California Worker's Permit.

License:

- Cardiopulmonary Resuscitation Certificate, (CPR) for infant, child, and adult; Standard First Aid Certificate.
- Possession of, or ability to obtain, and maintain, a valid California Driver's License and automobile insurance may be required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for special events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions, including potentially lifting and carrying young children, as needed.

ENVIRONMENTAL ELEMENTS

Employees mostly work indoors with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasionally, employees may work outdoors and may be exposed to inclement weather conditions and hot and cold temperatures. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.