



**NOVEMBER 2015
FLSA: NON-EXEMPT**

SENIOR RECREATION LEADER RELIEF

DEFINITION

Under general supervision, assists in planning, organizing, implementing, supervising and promoting programs at playgrounds, youth centers or other assigned recreation facilities; to provide direction to Recreation Leaders and volunteers; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Program Coordinator. May provide technical direction and training to staff and volunteers.

CLASS CHARACTERISTICS

This class is responsible for assisting in coordinating and implementing seasonal programs for youth and other populations to provide a safe and fun recreational environment for participants. Incumbents may provide training and leadership to assigned assistants and volunteers. This class is distinguished from the Recreation Program Coordinator in that the latter has overall program, budgetary, and administrative responsibility for multiple recreation activities and facilities or a comprehensive recreational program.

EXAMPLES OF TYPICAL 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.

- Assists with planning, coordinating and implementing a variety of youth recreational activities and programs, including but not limited to sports, crafts, drama, special events, etc.
- Evaluates participants' level of functioning, skill and special requirements.
- Assists with community relation efforts to increase public awareness and support of department programs.
- Monitors the condition of facilities, vehicles and equipment, and requests maintenance or repair work as needed to ensure participant and staff safety.
- Supervises youth during activities and events and enforces department rules and regulations.
- Selects and purchases materials and supplies for activities.
- Assists with the issuance and maintenance of facility equipment.
- Prepares and maintains a variety of records and reports regarding activities, services and related information.
- May train and provide leadership of Recreation Leaders and volunteers.
- Acts as a County representative, in person and over the phone, to patrons and the general public concerning questions, problems, concerns, and activities in areas of responsibility.
- Ensures the safety of the public and staff at all times by inspecting, patrolling, monitoring, and instructing on the safe use of program facilities, equipment, and supplies; maintains a safe, clean, and tidy environment; reports unsafe conditions or illegal activities.

- Performs general administrative/clerical work as required, including but not limited to preparing reports and correspondence, establishing and maintaining records, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.
- Attends meetings, training, seminars, etc., as necessary to enhance job knowledge and skills.
- Performs other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Basic principles of employee and volunteer supervision, motivation and training.
- Principles, practices, and service delivery needs of recreation program development and implementation.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the program area and facilities to which assigned.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with and motivating individuals of various ages, various socio-economic and ethnic groups, and effectively representing the County in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- Methods of report preparation and records maintenance.

Ability to:

- Plan, organize and supervise groups of all sizes in a variety of recreational activities.
- Plan and prepare recreation activities, reports, and other related program materials while remaining flexible and adapting activities to participant needs.
- Maintain records and prepare reports and correspondence regarding recreation programs and activities.
- Communicate effectively with participants and parents.
- Provide and promote effective staff and volunteer training and leadership as assigned.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Work with and provide courteous assistance to facility patrons.
- Handle rescues, medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Operate modern office equipment including computer equipment and software programs.
- Maintain accurate logs, records, and basic written records of work performed. Maintain confidentiality as required.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- 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, maintain, and foster positive and effective working relationships with those contacted in the course of 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

Must have attended or have completed some high school. One (1) year of experience working with youth or pre-school aged children in an organized activity. Must be at least 16 years old at date of hire.

Licenses and Certifications:

- Must have reliable transportation to and from work.
- Possession, or ability to obtain, CPR / First Aid certification within thirty (30) days of employment.

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 community 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. Ability to bend, stoop, kneel, reach, climb, and walk on uneven surfaces; 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 weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees may work in the field and are frequently exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.