CITY OF CERES

RECREATION LEADER I

DEFINITION

Under the direction of the an assigned supervisor/coordinator or Recreation Leader II, the Recreation Leader I is responsible for implementing programs including meeting program objectives and participating in program activities. This is an at-will, intermittent, part-time, hourly wage position without City-paid benefits. Some evening and weekend work may be required.

EXAMPLES OF DUTIES: Duties may include, but are not necessarily limited to the following:

Implement all daily activities of the program as assigned, including carrying out program schedule, participating in all program activities, monitoring and enforcing rules and regulations, maintaining a safe environment, and collecting any necessary paperwork.

Assist Recreation Leader II in implementing program objectives and collecting relevant data.

Instruct program participants in rules, model appropriate behavior, monitor strict adherence to program guidelines and enforce rules.

Assist with maintaining on-site safety for participants, observers, volunteers and others involved in the program.

Exercise sound judgment in addressing behavior problems.

Responsible for appropriate use, maintenance, and storage of all program supplies and equipment.

Establish and maintain a respectful and courteous working relationship with participants, volunteers, staff and those contacted in the course of work.

Exhibit enthusiasm and support for the program.

Perform other program-related duties as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

Prior experience working with age appropriate groups.

Knowledge of first aid/CPR.

Ability to

Work assigned program hours.

Demonstrate enthusiasm and excitement about working as a team member.

Learn pertinent City rules, policies, ordinances and program requirements.

Communicate clearly and concisely, and understand, and carry out directions given both orally and in writing.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid work permit, if necessary.

Possession of or ability to obtain a valid California Driver's License and proof of auto insurance, if necessary.

Department:	Parks, Recreation & Facilities		
Bargaining Unit:	None	FLSA:	Non-Exempt
Approval:	Appointing Authority		
Effective Date:	Revision History: 12/02		