

RECREATION LEADER II

DEFINITION

Under the direction of an assigned supervisor/coordinator, the Recreation Leader II is responsible for implementing programs at a given site, including administering program curriculum and supervising program staff. 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: Under the direction of the Recreation Coordinator, duties may include, but are not limited to the following:

Implement all daily activities of a given program, including administration of program curriculum, leading program activities, monitoring and enforcing program rules and regulations, maintaining a safe environment, and collecting any necessary paperwork.

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

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.

Assist with training and directing staff and volunteers, to ensure program activities are accomplished.

Provide information and open communication with appropriate individuals.

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

Must be 17 years or older.

One year of progressively responsible recreation or program administration experience.

Prior experience working with age appropriate groups.

Ability to

Work assigned program hours.

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

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

Establish and maintain effective working relationships with those contacted during the course of work.

SPECIAL REQUIREMENTS

Valid California Driver's License and proof of auto insurance.

Valid First Aid/CPR Certification.

Department: Parks, Recreation & Facilities

Bargaining Unit: None FLSA: Non-Exempt

Approval: Appointing Authority

Effective Date: Revision History: 12/02