



RECREATION LEADER AND SENIOR RECREATION LEADER

(Casual)

FLSA Status: Non-exempt

Adopted: May 2004

Revised: September 2006, February 2008, December 2009, February 2011, October 2011, November 2012, November 2013, March 2016, January 2017

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

The Recreation Leader and Senior Recreation Leader are under general supervision of the Recreation Coordinator. Incumbents are assigned to organize, lead and coordinate a wide variety of indoor and outdoor recreation activities at parks, playgrounds and community centers including after-school programs, teen center, day camps, play groups, special events, and senior events. Incumbents may be considered subject area specialists or program generalists and will guide recreation activities of children, teens and adults.

DISTINGUISHING CHARACTERISTICS

Recreation Leader: Incumbents have little or no experience working in a recreation setting.

Senior Recreation Leader: Incumbent at this level has attained education and experience in a recreation setting.

This classification is casual part-time and incumbents are scheduled as needed. Incumbents are not guaranteed a certain number of work hours, or a routine schedule, and may be terminated with or without cause at any time.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Assist in organizing and supervising recreational programs in any one or more of the following areas: children, adults, senior citizens and participants with special needs at playgrounds, community centers, and other recreational areas
- Assist in the implementation of a specific recreational program with guidance of the Recreation Coordinator
- Assist in maintaining discipline and encourage observance of required safety precautions
- Assist in working with special community groups
- Act as liaison between participants and instructors/staff
- Assist supervisor in securing materials, supplies and equipment
- Lead participants on group outings and field trips

- May chaperone participants during transport
- May provide information to other departments and the public relating to program activities
- May provide light janitorial and light maintenance services
- Maintain records of participation, supplies and equipment
- Report injuries and accidents
- Respond appropriately to emergencies including the application of basic first aid
- Enforce Town of Colma departmental policies
- Perform routine clerical tasks
- Participate as part of the recreation team
- Exhibit and encourage behavior that is consistent with the Town's risk management program and decrease risk of accident or injury to self, employees, residents, visitors and their property
- Perform other duties as assigned

Senior Recreation Leader

- Enroll individuals in recreation classes and enter data into tracking system
- Reserve recreation facilities for residents, taking monies and balancing receipts
- Supervise Recreation Leaders in the absence of Recreation Coordinator
- Assist in preparing schedule of approved activities
- Plan, coordinate and implements recreational activities in specific program areas
- Plan and implement special events and instructional classes
- Prepare publicity releases
- Prepare reports and correspondence including attendance, incidents and accidents
- Report participants behavior to parents and legal guardians
- Lead specific recreation programs with the assistance of a Recreation Coordinator
- Supervise volunteers and court referral workers
- Perform other duties as assigned

QUALIFICATIONS

Knowledge of:

- Modern Office Technology
- Principles and practices of customer service
- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- First Aid practices

Ability to:

- Represent the Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse backgrounds, including elected officials, co-workers and the public effectively and with courtesy, in person, via e-mail and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Learn and interpret specific rules and policies and apply them with good judgment
- Understand and work effectively with the public
- Direct, teach and communicate effectively with children

- Supervise large groups
- Facilitate rentals at Recreation and Community Center
- Maintain harmonious working relationships with other employees, participants and the public
- Learn Recreation software
- Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise and tact
- Work a flexible schedule including evenings and weekends
- Work independently
- Solve most work problems independently, referring unusual situations and questions to supervisor especially those matters regarding policy decisions
- Perform light janitorial and maintenance duties

Education and Experience

The combination of experience, training and education that would likely provide the required knowledge and abilities is shown below. Incumbents may be appointed at the entry or higher level, (depending on qualifications and Town staffing needs) and advance to a higher level after gaining the experience and knowledge necessary to perform the required tasks. Requirements for each Recreation Leader level are:

Minimum Education:

Recreation Leader: Incumbent is enrolled in high school

Senior Recreation Leader : Incumbent at this level has 15 semester units from college with specialization in recreation, education, physical education or related field.

Minimum Experience:

Recreation Leader: This employee has little or no experience working in a recreation setting.

Senior Recreation Leader: Incumbent has two year's experience in a part-time paid recreation position (minimum 1,000 hours per year) or has one year as a Recreation Leader with the Town of Colma.

License and Certificate

CPR/First Aid certificates required or achievable within 60 days of hire.

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation

- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- Oversee, manage and participate in strenuous physical activities, such as leading tours, demonstrating proper exercise techniques, and managing children in playground activities
- Lead, teach, demonstrate and officiate activities such as games, special events, trips, tours, arts and crafts activities, dances, and hikes for a variety of age groups
- Set up, move, and take down recreational and facility equipment – Lift 50 pounds
- Perform duties on a regular and consistent basis
- Perform all duties listed on the job description except those determined to be incidental