

EVENT RECREATION PROGRAM LEADER
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to planning, coordinating and supervising community events.

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

Assist in the execution of special events including, but not limited to, games, sports, crafts, set up and tear down.

Plan and direct a variety of special events.

Aid in the recruitment, selection and training of seasonal employees and volunteers.

Prepare reports, schedules, and other administrative material.

Promote assigned events through news releases, public service announcements and flyers.

Coordinate distribution and assignment of department uniforms and equipment.

Monitor and adhere to the event budget.

Supervise assigned temporary staff and/or volunteers; schedule, train and monitor staff relative to assigned duties; review timekeeping system of assigned staff for accuracy.

Inspect assigned recreation facilities and/or equipment and recommend any necessary repair or maintenance work and supply needs.

Promote and enforce safety procedures, including proper use of equipment; render first aid and CPR, if certified, as required.

Build and maintain positive working relationships with co-workers, other City employees, vendors and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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Basic knowledge of modern methods, techniques, principles and procedures used in the planning and supervision of events.

Principles and practices of employee selection, training, supervision and evaluation.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Basic methodology of organizing groups, programs and services in an event setting.

Administrative procedures and practices including communications, decision making, budget management and public information.

Principles and techniques of first aid and CPR.

Modern office equipment, methods, procedures and computer hardware and software.

Report writing techniques.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk long distances; interpret policies and procedures, explain operations and problem solve issues for the public and with staff; if assigned to aquatics: on a continuous basis, swim with proficiency and endurance; render life saving measures.

Intermittently set up booths, hang banners, move tables, chairs and carry supplies; lift or carry weight of 45 pounds or less.

Plan and coordinate an event suited to the needs of the community.

Prepare required schedules and reports; maintain accurate and up-to-date records.

Supervise, train and evaluate assigned temporary staff and volunteers.

Learn to operate a computer, as necessary, to perform job duties.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Understand and carry out written and oral directions.

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Communicate tactfully with customers and vendors.

Communicate effectively and concisely, both orally and in writing.

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

Experience and Training

Experience:

Two (2) seasons of paid experience in administering and coordinating recreation programs or a related field.

And

Training:

Equivalent to the completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a valid California driver license by date of appointment.

Possession of, or ability to obtain, CPR and First Aid certificates within six (6) months of hire.

Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.

12-21-19	Event Recreation Program Leader
02-25-19	
07-04-09	Recreation Program Leader
03-01-05	
06-01-98	
10-01-88	
04-01-87	Program Coordinator