

RECREATION LEADER

DEFINITION

To perform a variety of responsible duties in support of one or more recreation programs which may include aquatics, swimming pool operations, facilities, athletic fields or special events; and to perform a variety of administrative functions in support of assigned program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation & Library Supervisor.

May exercise supervision over assigned seasonal or part-time staff.

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

Participate in the day-to-day operations of an assigned recreation or aquatics program; organize daily events; and participate in the implementation of a variety of program activities.

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

Participate in the coordination and selection of part-time staff, contract instructors, and volunteers; provide and coordinate training.

Process registration, facility rentals and membership sales.

Promote and enforce safety procedures; render first aid and CPR, if certified, as required.

Coordinate or oversee a variety of recreation or aquatic programs, events operations and facility maintenance activities, depending upon assignment

Provide overall site supervision ensuring safety protocols are followed.

Stay current on trends in recreation or aquatic programming and staff training.

Coordinate various administrative functions such as processing and distributing supplies, running specific committees, coordinating all staff meetings, and special events.

Ensure recreation or aquatic facilities are safe for use and that all activities are conducted as safely as possible with the objective to prevent injuries.

Identify and report any maintenance required on assigned facilities, equipment, or materials.

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Ensure that swim lessons are taught to City standards.

Provide daily on deck supervision of aquatic staff and programs.

Answers questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints

Maintain records and prepare reports relevant to assigned programs.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Procedures for planning, implementing and maintaining a variety of recreation or aquatic activities and programs.

Principles and practices of water safety management.

Materials, methods, and equipment used in recreation or aquatic settings.

Pertinent local, State and Federal laws, ordinances and rules.

Basic principles of employee and volunteer supervision and training

Safety principles and practices, including first aid and CPR.

Recreation site management, including coordination with instructors.

Record keeping principles and procedures and basic mathematics.

Methods of cash control and related accounting practices.

English usage, grammar, spelling, vocabulary, and punctuation.

Principles and practices of customer service.

Principles of supervision and training.

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

Report writing techniques.

Ability to:

Plan, organize, and implement recreation or aquatic program activities associated with assigned recreation programs.

On a continuous basis, know and understand operations and observe safety rules; walk long distances; intermittently interpret policies and procedures, and explain operations and problem solve issues for the public and with staff; participate with children activities that involve swimming, running, bending, squatting, jumping, and reaching; lean, stoop, and bend to set up or break down equipment.

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

Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

Plan, oversee, coordinate, train, review and evaluate a recreation program, as well as volunteers and staff.

Interpret, apply and explain applicable Federal, State and local policies, procedures, laws and regulations.

Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation, as qualified.

Organize work, set priorities and meet critical time deadlines.

Use English effectively to communicate in person, over the telephone, and in writing.

Work outdoors in a variety of weather conditions.

Communicate effectively and concisely, both orally and in writing.

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

Experience and Training

Experience:

One year of increasingly responsible experience overseeing and implementing recreation or aquatic programs.

Training:

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

License or Certificate

Possession of California driver's license by date of appointment.

If assigned to Aquatics:

Possession of a current American Red Cross Water Safety Instructor (WSI) or equivalent certificate by date of appointment.

Possession of a current American Red Cross Lifeguard Training certificate by date of appointment.

Possession of a current American Red Cross Title 22 First Aid for Public Personnel certificate by date of appointment.

Possession of a current American Red Cross CPR/AED for the Professional Rescuer certificate by date of appointment.

Possession of a current American Red Cross Administering Emergency Oxygen certificate by date of appointment.