

CITY OF LATHROP
RECREATION LEADER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under close supervision, the Recreation Leader assists in conducting a wide variety of recreational and educational activities and programs including but not limited to before and after school programs for youth, teen programs, senior activities, leisure enrichment classes, youth and adult sports, city special events, as well as providing administrative support and customer service at City facilities.

DISTINGUISHING CHARACTERISTICS:

The **Recreation Leader** is the entry level support class responsible for providing support to recreation staff for the implementation of a wide variety of recreation classes and programs. This classification is distinguished from the next higher level of Senior Recreation Leader in that the latter acts with greater independence, plans program content and provides lead supervision.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Recreation Supervisor and/or Recreation Coordinator. May receive lead and/or functional supervision from a Senior Recreation Leader. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Oversees participants and volunteers in a recreation program, activity or facility;
- Maintains program discipline;
- Accompanies participant groups at special events or on program outings;
- Provides feedback regarding program development and activity schedule;
- Develops and distributes promotional and marketing information and assists the public with questions and problems;
- Opens, closes, secures and maintains a safe program environment and facility; conducts safety checks;
- Sets up or prepares tables, chairs, equipment, and supplies for programs or scheduled activities;
- Assist with and maintains records and prepares attendance reports;
- Attends mandatory pre-service and in-service training and meetings;
- Answer phones; accept payments for program registration or facility reservations;
- Answer program related questions and provide exceptional customer service;
- Performs other duties of a similar nature or level.
- Participates in all program activities, including games, sports, arts and crafts, field trips and homework time; provides supervision for the participants during all times; actively communicates with program participants.

ESSENTIAL FUNCTIONS (Continued)

- Monitors activities; disciplines program participants as needed; speaks with parents regarding their concerns and complaints.
- Attends monthly program meetings; provides ideas for program content; assists with implementation programming.
Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Recreation Leader**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience implementing recreation programs or events, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and CPR certification.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

General recreation programming and activities; child development and age appropriate activities and projects; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping, report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Assist with planning, coordination and implementation of a variety of Citywide recreation programs, including preparing activities and projects; interact with children and provide a safe and nurturing environment; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team;

make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard recreation tools and equipment; operate an office computer and a variety of word processing and software applications.