

## CITY OF LATHROP

### SENIOR 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 general supervision, plans, develops, monitors and implements recreation programs and facility usage. Assists Recreation Supervisor in planning, organizing, scheduling recreation programs and the use of city facilities, performs other related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Senior Recreation Leader** is the advanced journey level support classification in the Parks and Recreation department in which the incumbents are expected to independently perform the full scope of assigned duties. The incumbent performs a full range of program and facility responsibilities. This class is distinguished from the next higher classification of Recreation Coordinator in that the latter has overall responsibility for an assigned program area.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from a Recreation Supervisor. May exercise technical and functional supervision over assigned lower staff.

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

- Plans, develops and implements recreational programs and facility usage which may include before and after school programs and day camps; works directly with program participants; Opens and closes the operations of the parks and recreation facilities regularly and performs custodial maintenance work as needed, or emergency work.
- Communicates with customers, program participants and contractors.
- Prepares and tracks paperwork associated with programs and facility usage.
- Monitors records for program and facility usage permits; takes payments from customers; notifies supervisors and customers of pending permit paperwork, and past due accounts.
- Sets up for program activities daily; cleans up after all activities; orders all necessary supplies for program activities; organizes and plans special events or holiday activities.
- Monitors and maintains records for the hours children participate in programs; receive payments from customers; verify and apply payments made by program participants; notifies supervisor and parents of past due accounts; maintains daily participant counts
- Assists with training and oversight of part time employees
- Monitors facility usage on weeknights, weekends, evenings, and holidays.
- Informs customers of local laws, policies and procedures pertaining to facility use and safety, and ensure that users are in compliance.

- Assists Recreation Supervisor in organizing, scheduling and evaluating both indoor and outdoor facility conditions.
- Provides clerical support, program registration, answer telephones, and maintain correspondence with other divisions or departments.
- Sets up tables, chairs, and necessary equipment for recreation programs and facility rentals.
- Performs minor first aide; fills out incident reports; notifies parents if injury or illness necessitates.
- Establishes positive working relationships with the general public, program participants, city management and staff.
- Performs routine facility safety checks.

**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, refuse, papers, documents, and other items weighing up to 25 pounds also is required. As needed, this position may work outdoors in wet, hot or cold weather conditions.

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 **Senior 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:**

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 and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Prepare, manage, track paperwork associated with recreation programs and facility usage; 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.

**HOURS:**

The Senior Recreation Leader will work a traditional, non-traditional, and split-shift hours including weekdays, weekends, evenings, and holidays.