



RECREATION LEADER I/II

DEFINITION

Under direct or general supervision, oversees recreation activities in connection with a specific recreation services program or functional area in support of community, recreational, or park facilities; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory or managerial personnel. Exercises no direct supervision over staff. The Recreation Leader II may exercise technical and functional direction and provide training to lower-level staff.

DISTINGUISHING CHARACTERISTICS

Recreation Leader I: This is the entry-level class in the Recreation Leader series. Initially under close supervision, incumbents learn City recreation programs, activities, facilities, and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Recreation Leader II: This is the journey-level class in the Recreation Leader series that performs the full range of duties required to ensure that City facilities, recreation programs, activities, and services are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the facilitation of recreation programs and activities. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Recreation Services Coordinator in that the latter is responsible for technical and functional supervision of lower-level recreation staff and is capable of performing the more complex duties assigned to the department.

Positions in the Recreation Leader class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring one (1) additional year of experience and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the employee is required to have one (1) year of prior related experience that allows the employee to meet the qualification standards for the II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Leads, teaches, and conducts diversified recreation activities at various recreational facilities, including parks, schools, and the recreation center.
- Assists in planning and conducting community events, general programs, and facility rentals; sets up and takes down tables, chairs, and equipment for classes, activities, events, and meetings.
- Plans and coordinates inter-playground competitions in various recreational activities.
- Communicates with school personnel to resolve routine operational after-school recreation program issues.
- Resolves program issues within established guidelines; suggests program improvements.
- Performs general office duties, including basic cashiering, answering the telephone, greeting patrons, light typing, data entry, copying, and filing; prepares flyers, calendars, and other routine publicity; prepares routine reports of participation and activities; updates kiosks and telephone hotlines.
- Requisitions materials and equipment; takes periodic inventory of materials and equipment.
- Maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials at the close of the workday, performing basic custodial duties and minor facility maintenance; opens, closes, and secures buildings for events.
- Issues and collects recreation equipment and supplies; makes minor repairs to recreation equipment.
- Administers basic first aid as necessary.
- Assists in the encouragement of participation and good sportsmanship.
- Responds to patrons' needs for assistance or information.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Monitors the proper and safe use of program facilities by the general public; supervises and schedules established programs of play activities for children and adults. patrols recreational facilities to ensure adherence to rules and ordinances; enforces recreational facility safety rules; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:

Knowledge of:

- Safety principles, practices, and precautions related to recreational program, including safe driving rules, basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Work independently while supervising facilities and user groups.
- Provide courteous assistance to facility patrons.
- Lift and move tables and chairs and arranging facilities for community events and/or meetings.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Make accurate arithmetic calculations.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Recreation Leader I: Equivalent to the completion of the tenth (10th) grade, with the ability to provide a Work Permit and six (6) months of experience in recreation leadership and programs is desirable.

Recreation Leader II: Equivalent to graduation of the twelfth (12th) grade, and two (2) years of experience leading a variety of athletic and recreational activities, of which at least six (6) months was at a level equivalent to Recreation Services Leader I at the City of East Palo Alto.

An associate degree in recreation, physical education, social work gerontology, public administration or a closely related field, is highly desirable and will substitute for one (1) year of the required experience.

Licenses and Certifications:

Recreation Leader I and II:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.

Recreation Leader I:

- Possession of a First Aid Certification and CPR Certification or the ability to obtain them within 3-months of appointment.

Recreation Leader II:

- Possession of a First Aid Certification and CPR Certification in accordance with Title 22 of the California Code of Regulations, at the time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of City facilities.