

## **RECREATION LEADER I**

### **DEFINITION**

Positions in this part-time classification perform routine, basic work under direct supervision, in the planning and conducting of a wide variety of recreation activities. This classification works five to 40 hours per week as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Recreation Leader I classification is the entry level position in the Recreation Leader Series.

### **SUPERVISION EXERCISED AND RECEIVED**

Receives supervision from a Recreation Department staff member; may work under functional supervision of a Recreation Leader II or Program Coordinator as assigned.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Assists with program planning and implementation.
- Assists with directing program participants as appropriate.
- Performs site maintenance duties.
- May serve as scorekeeper, kitchen assistant, day camp counselor, program staff, or Special Needs leader, working with children and young adults who have special needs.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge** of basic City recreation programming.

**Ability and skills** to organize people and activities; energetically perform job duties; comprehend and follow brief oral and written instructions; assist willingly as needed. Establish, maintain and foster cooperative working relations with others contacted in the course of work.

### **EDUCATION AND TRAINING**

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be prior supervisory and/or leadership experience working with adults or children in a large group.

### **SPECIAL REQUIREMENTS**

Must be at least 16 years of age. Speak clearly and understandably; ability and dexterity to run, jump and climb; lift and move equipment, such as tables and chairs; hear alarms, bells, and voices; to reach. Willingness and ability to work flexible, part-time hours, including evenings and weekends.

### **LICENSES, CERTIFICATES AND REGISTRATION**

Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles is desired.