

RECREATION LEADER II

DEFINITION

Positions in this classification work 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 II classification is the second-level position in the Recreation Leader Series. Advancement from Level I to Level II requires 500 hours of work experience at Level I.

SUPERVISION EXERCISED AND RECEIVED

May provide functional supervision to a Recreation Leader I as assigned. Receives general supervision from a full-time Recreation Department staff member; may work under functional supervision of a Program Coordinator as assigned.

ESSENTIAL AND IMPORTANT DUTIES

- Works directly with the public.
- Plans, organizes and directs specialized recreation programs.
- Serves as site or program supervisor.
- Directs program participants as appropriate.
- Performs site maintenance duties.
- May serve as field supervisor, camp counselor, program leader, kitchen assistant, or scorekeeper.
- Uses and maintains recreation equipment.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of basic City recreation programming; techniques of working effectively with adults, children, including individuals who have special needs as related to recreation programs.

Ability and skills to organize people and activities; energetically perform job duties; comprehend and follow brief oral and written instructions; assist willingly as needed. Implement program plans; work with minimal supervision. 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 graduation from high school, and 500 hours experience as either a Recreation Leader I at the City of San Carlos or 500 hours at an equivalent classification in another municipality, or equivalent experience in a comparable setting.

SPECIAL REQUIREMENTS

Speak clearly and understandably; ability and dexterity to run, jump and climb; lift and move equipment, such as tables and chairs; hear alarms, bells, voices and telephones; to reach. Willingness and ability to work flexible hours, including evenings and weekends.

LICENSES, CERTIFICATES AND REGISTRATION

Possession of an appropriate California driver's license, or California I.D. issued by the State Department of Motor Vehicles is desired. May require a Class B driver's license.