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.