

**CLASS SPECIFICATION
Recreation Program Leader**

GENERAL PURPOSE

Under general supervision, supervises, organizes and conducts recreation activities at a park, community/recreation center or playground for various age groups as assigned; performs general facility/program inspections; assists in special events; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Recreation Program Leaders provide responsible supervision of recreation program activities including planning and conducting activities in assigned program areas such as sports, arts and crafts, dance, outdoor education, special and seasonal events or other related activities. These activities provide an enriching environment offering recreational, educational and social opportunities for the community. Work involves organizing and directing recreation programs within established schedules, standards and policies, as well as using independent judgment in dealing with program or customer service questions or problems.

Recreation Program Leader is distinguished from Recreation Program Coordinator in that incumbents in the latter class assist supervisors in planning and coordinating City-wide recreation programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes and conducts assigned recreational programs and activities for various age groups at recreation/community centers or at department playgrounds or parks; organizes and supervises structured recreational and playground activities; teaches the fundamentals of play and sportsmanship in recreational activities.
2. Participates in program review, evaluation and planning meetings; participates in and designs implementation of curriculum for various programs and age groups.
3. Implements plans, organizes schedules, and supervises group activities, programs and special and seasonal events; calendars and develops curriculum for these events.
4. Assists in conducting structured pre- and after-school programs, special events or youth and adult sports as assigned.
5. Assigns, trains and supervises part-time Recreation Aides in leading and participating in planned programs and activities; assures that programs are operating in accordance with plans.
6. Monitors volunteers to ensure they are meeting City and department requirements.

7. Develops program participant, spectator and community interest, enthusiasm and participation through written and media advertising, flyers and newsletters, and personal communication.
8. Provides courteous and expeditious customer service to the public and City department staffs.
9. Prepares and maintains complete and accurate records and reports of program participation and activities.
10. Assists other leaders with program development and execution, assists in setup of rooms for scheduled activities.
11. Checks and reports on recreation sites on a daily basis and assists in the setup of fields and facilities.
12. Coordinates programs and activities with other department staff and supervisors and appropriate outside department staff and/or other agencies.
13. Determines need and arranges for supplies, equipment and facilities for various programs and activities; maintains current and accurate records of programs and reports in accordance with departmental requirements.

QUALIFICATIONS

Knowledge of:

1. City recreation programs, policies and procedures of the department.
2. Basic principles and practices of organizing, planning and conducting supervised recreational activities and programs.
3. Fundamentals of various sports, sports officiating and equipment involved.
4. CPR and first-aid methods and techniques necessary for safety.
5. Recordkeeping and reporting procedures.
6. City policies, requirements and procedures for chaperoning, participating on excursions, dances and parties.
7. Safety issues involving participants and staff on fields and during indoor activities and safety policies, practices and procedures.

Ability to:

1. Lead, plan, organize, supervise and coordinate various recreational programs and activities.
2. Effectively communicate orally and in writing to program participants and their families, and to community groups and others involved in, or impacted by, department programs.
3. Work a flexible schedule including weekends, evenings and holidays.
4. Adhere to program schedules, deadlines and budgets.
5. Understand and follow written and oral instructions.

6. Successfully and professionally resolve conflicts between/among participants, complaints from parents and questions from department and other City staff; may include participant disciplinary actions, fee payment concerns and staff disagreements.
7. Maintain records and prepare written reports and program evaluations.
8. Participate in training of new staff and provide ongoing training to current staff.
9. Operate office business equipment including personal computers.
10. Establish and maintain effective working relationships and deal tactfully with department and City staff, recreation program participants, the public, and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent; and at least one year of paid or volunteer experience as a Recreation Aide or in a related field; or an equivalent combination of training and experience. Completion of course work in physical education or recreation is highly desirable.

Bilingual (English/Spanish) is desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Successful completion of a state-mandated background clearance is required prior to appointment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk; stoop, kneel, bend or crouch and lift or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve basic

problems; use basic mathematics; perform work under changing deadlines on multiple tasks; and interact with department and City staff, recreation program participants, the public, and others encountered in the course of work, some of whom are dissatisfied and quarrelsome.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee works under varied conditions, including inside recreation facilities where he/she may be exposed to high levels of noise, outside facilities where the employee may be exposed to noise and possibly wet and/or humid conditions, or in typical indoor conditions with moderate noise levels.

Incumbents may be required to work irregular hours, including weekends, holidays and/or evenings.