

CITY OF EMERYVILLE/MESA
REVISED/RETITLED: September 2001
FLSA STATUS: Non-Exempt

Recreation Leader

ABOUT THE POSITION:

Under general supervision performs a variety of, administrative and program functions in support of a comprehensive Recreation program; develops programs; supervises staff and manages program activities; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a broad generic classification. Incumbents are assigned to one or more areas in the Recreation Division. Assignments may be made to sports, aquatics, after school or any other recreation program activity. Assignments include director or indirect supervision of assigned staff and is dependent on program necessity.

Duties and Responsibilities: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Assists in planning, organizing, scheduling and conducting a variety of recreation programs and activities for clients; performs physical tasks in order to demonstrate program activities, participate in activities and perform required physical functions of assigned program activity.

Maintains a safe and healthy environment for recreation clients and staff; performs first aid and CPR as required to assist clients and staff in distress.

Establishes and maintains program and office files; processes forms such as invoices and vouchers and others specific to area of assignment; keeps records of program attendance; develops fliers and brochures to promote activities and programs.

Enters and retrieves data and prepares reports via a personal computer; operates other standard office equipment such as typewriter, copy machines, multi-line telephone, etc.

Receives and screens visitors and phone calls; responds to inquiries with factual information regarding services and programs.

Inventories and orders office supplies and materials for programs and facility.

Attends meetings, hearings, workshops and training programs as may be required.

Supervises and trains employees as required.

Performs related duties as required.

Recreation Leader

QUALIFICATIONS:

Knowledge of standard office practices and procedures, including filing and the operation of standard office equipment; correct English usage, including spelling, punctuation and grammar; business letter writing; word processing and personal computer equipment; record keeping;

philosophy, methods and techniques utilized in organized recreation; first aid; recreational and program activities suitable for clientele; age appropriate activities and programs; effective techniques of supervision and evaluation; effective methods of human interaction; effective methods of communication both verbal and written.

Ability to plan, organize and implement a variety of recreation programs and activities; present clear concise oral and written reports and information; establish and maintain effective working relations with those contacted in the course of work; establish and maintain effective filing and reference systems; provide factual information to the public and/or other City staff; organize work, set priorities, meet critical deadlines, and follow up on assignments; operate standard office equipment, including a personal computer; obtain and maintain first aid and CPR certificates; develop brochures and publications which market recreation programs and activities; perform related duties as required.

Education and Experience

Qualifications are based on assignment. Any combination of education and training that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Sufficient knowledge and abilities to perform the duties of the assigned position as advertised in order to fill a specified vacancy. Qualifications range from 16 years of age and no experience to completion of two years of college with emphasis in education, recreation or a related field and two years of relevant experience.

Special Requirements:

Eye sight sufficient to read data, memos, spreadsheets, vouchers, computer screens; manual dexterity to operate a personal computer, typewriter, xerox, word processor; ability to sit for extended periods; stand , walk, bend reach above and below shoulders, lift and carry objects weighing up to 20 pounds, work occasional long hours; stamina to interact with a variety of school age children.

Licenses:

A valid California drivers license with a satisfactory driving record may be required .

A current first aid certification.