GENERAL PURPOSE
Under supervision of the Recreation Supervisor, the Recreation Leader assists with recreational activities and with the supervision of children ages 2-12 in recreation programs.

DISTINGUISHING CHARACTERISTICS
This position is a part-time position, Monday through Friday, with most programs occurring in morning or afternoon hours; some weekend hours depending on special event programming.

ESSENTIAL FUNCTIONS
The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Assists with the enforcement and establishment of rules and regulations governing the safety and well being of participants in programming.

Assists with planning creative activities and crafts; facility and equipment set-up and take down; and instructs and conducts daily sports, games, arts and crafts, and other youth recreation activities.

Supervises youth in a recreational setting; maintains and supervises the use of program supplies, equipment, and facilities.

Responds to inquiries, complaints, or requests for information and service from interested community groups and citizens; establish and maintain a team approach with co-workers and provide assistance to other employees in the performance of related tasks.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of
City recreation policies and procedures; recreational programs and activities for youth; supervisory techniques; program administration and purchasing of supplies.
Modern office equipment including computers and skilled knowledge of publication software and various computer applications.

Skills/Abilities
Lead children in activities such as sports and crafts; supervise others; and interact effectively with children ages 2-12, the public, and City staff.

Communicate clearly and concisely with program participants of different age groups; maintain enthusiasm and a willingness to learn.

Exercise judgment in relation to department policy and procedure; plan, assign and direct the work of subordinates, instructors and aides.

Establish and maintain effective working relationships with the public, staff, school district personnel and those contacted in the course of the work.

Flexibility to work some weekends.

Education and Experience:
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Must be at least 18 years of age.

Education
One year of college in social science, education or related field. ECE units strongly desired.

Experience
One (1) year of experience working with children, planning, and organizing children's games and crafts.

Licenses/Certificates
Possession of a valid California Class C driver’s license.

Valid Red Cross First Aid Certificate

Valid Red Cross C.P.R. Certificate

Physical Demands and Work Environment

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

While performing the duties of this job, the employee is regularly required to talk and must be able to hear. Employee is frequently required to sit, stand, squat, kneel, lift up to 20 pounds, climb stairs, stoop, and walk for long periods of time; use hands and fingers to manipulate, handle or feel objects, tools, or controls; reach with hands and arms. Employee must occasionally lift and/or specific vision abilities required by this job include the ability to see well, and read fine print.
Work environment
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job indoors, the work environment is generally in a temperature controlled room. While working outdoors, the employee may be exposed to noise, vibration, extremes in temperature or humidity, dust, in most weather conditions. Noise levels in the work environment is usually moderate but the employee may occasionally be exposed to high level noises particularly when working with children.

Department: Community Services
FLSA Status: Non-Exempt
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