



Date Adopted: February 18, 2020
Date Revised:

Title: Recreation Leader

FLSA: Non-Exempt, Part-Time/Temporary-Seasonal/At-Will

General Purpose:

Under general supervision, lead and conduct activities in the delivery of recreation program areas including preschool, playground, after school programs, parks, teens, sports, special events, and senior citizen; oversee the proper use of a community recreational facility; perform a variety of custodial tasks; assist the public and staff in their use of the facility.

Distinguishing Characteristics:

The Recreation Leader classification is distinguished from the Recreation Aide level in the complexity of duties assigned, independence of action taken, the amount of time spent performing the duties, the nature of the public contact made, and its training responsibilities of new staff. Positions at this level are required to be fully trained in all procedures related to assigned area of responsibility.

Supervision Received and Exercised:

Receive general supervision from a Recreation Coordinator.

May receive technical and/or functional supervision from a Program Specialist.

Exercise technical and functional supervision over Recreation Aide.

Essential Duties and Responsibilities:

The following duties are normal for this classification. 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.

Plan, oversee, and conduct recreational activities in program areas such as preschool, playground, parks, after school programming, teens, sports, museum, special events, and senior citizen activities.

EXHIBIT G

Conduct activities in areas such as arts and crafts, games, sports, music, drama, and nature study.

Instruct participants in the rules and methods of playing indoor and outdoor games.

Inspect activity areas and related equipment, make written reports of damage to equipment or facility and recommend maintenance and repair, as appropriate.

Enforce safety rules and regulations; maintain orderly participant conduct.

Provide minor first aid to recreation program participants/spectators and/or perform related first aid/emergency techniques.

Exercise precautions necessary to ensure the safety of recreation program participants and spectators.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Open and close facilities as scheduled for use; clean up after facility users and set up for subsequent activities; secure the facility upon leaving.

Set up furniture or equipment for activities scheduled and see that it is in proper condition and is replaced after use.

Sweep and mop floors as required; keep restrooms and kitchen clean and well stocked with paper towels, tissues, etc.; empty trash receptacles throughout the facility as necessary.

Responsible for monitoring adherence to building rules and party limitations.

Maintain records and complete written program plans and reports.

When work assignments are in public area of assigned facility, greet visitors, collect fees, have visitors sign guest book.

Provide facility and exhibit orientations and/or tours including appropriate tour materials.

Develop weekly lesson plans; plan and direct lessons, games, crafts and songs for after school and pre-school programs.

Function as supervising attendant for evening rentals and weekday evening shifts, as necessary.

Monitor patrons, patrol parks and enforce rules to ensure that permit areas are safe, clean, and functional; notify Dublin Police Services as deemed necessary.

EXHIBIT G

Observe park conditions to ensure that permit areas, including picnic areas and fields are within appropriate standards.

Post City information as required and remove outdated and or unauthorized notices.

Confirm reservations for specific permitted areas; resolve conflicts when appropriate.

Provide advice and information on park and recreation regulations to the public when requested and/or as needed; prepare incident reports and related documentation as needed.

Train and oversee activities of part-time staff, as assigned.

Ensure that activities operate in accordance with general department philosophy, objectives and guidelines.

Perform related duties as assigned.

Knowledge of:

English usage and vocabulary.

Operational characteristics of the assigned programs.

Principles and practices of facility maintenance and operational practices.

Principles and practices of standard safety precautions.

Customer service techniques.

Techniques of instruction for conducting recreation programs in preschool, playground, parks, after school programming, teens, sports, museum, special events, and senior citizen activities.

Ability to:

Conduct recreation activities; lead recreational activities such as games, arts & crafts, music and drama.

Develop and implement effective program curriculum/content; plan and schedule activities.

Organize people, supplies, equipment and facilities.

Follow written and oral instructions.

Express ideas and communicate effectively both verbally and in writing.

Exercise courtesy and tact in dealing with recreation program participants and spectators.

Deal with difficult or stressful situations in a calm and professional manner.

Problem solve conflicts and disputes as applicable.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Work effectively with preschool, elementary and teenage children and parents.

Learn tour and exhibit content; provide tours to diverse audiences.

Analyze and interpret facility policies and procedures.

Explain and enforce rules, regulations, procedures and program objectives.

Do heavy physical work including the lifting and moving of tables and chairs; perform routine maintenance tasks.

Administer basic First Aid/CPR.

Train and oversee part-time staff.

Must be available to work nights, weekends and holidays.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to bend, twist, lift, walk; stand; and set-up and move equipment weighing up to 100 pounds. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and room layout specifications; and interact with City staff, volunteers, vendors, and the public.

Training and Experience:

Any combination equivalent to education and experience likely to provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of three years of high school. Some college level course work in recreation, early childhood education, leisure services, or a related field are desirable.

Experience: A minimum of one-year experience performing duties similar to that of a Recreation Aide.

Licenses; Certificates; Special Requirements:

At time of hire, must be 16 years of age or older (18 years or age if assigned to Preschool Program).

Work Permit, as applicable.

Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of completed fingerprint screening and a satisfactory background check.

Current certification in First Aid and CPR is required.

Possession of a valid California Class C drivers' license and a Certificate of Automotive Insurance for Personal Liability.

This classification is designated as a Mandatory Reporter; Completion of Mandated Reporter training is required within one month of employment.