

RECREATION LEADER

CODES/PAY RANGE

Class Code: 2905

EEO Code: E

Pay Range: 110

MAJOR FUNCTION

Advanced work in the organizing and conducting of recreational activities within a major recreation program at designated sites.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Organizes, directs, and promotes recreation programs and activities including sports, tennis, dancing, informal group activities. Consults with individuals in specific age groups to determine how the programs may be adapted to their needs and interests.

Assists in or organizes tournaments and special events adapted to community and special needs. Insures the administration of safety precautions, and administers first aid as required.

Directs recreational programs and activities for varying ages and interests at a recreation playground or center. Maintains recreation equipment and facilities. Plans special events taking into account financial resources of participants, transportation problems, and the extent of interest the event will hold to certain age levels. Assists in or conducts special activities such as arts and crafts, tumbling, swimming, etc.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of modern principles and practices of recreation and physical education. Knowledge of public relations techniques.

Ability to present recreation programs and direct activities effectively. Ability to maintain effective working relationships with associates, subordinates, and the public. Possession of leadership ability.

(Recreation Leader continued)

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and two (2) years of experience in recreation programs.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary to light work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside and outside work. Exposure to inclement weather (heat, humidity, cold, rain), dust.

Mental Demands: Ability to read and comprehend technical and professional manuals, procedures; instructions, memos, letters. Ability to write compound sentences relating information, data, details to layman. Ability to perform basic mathematical functions. Ability to speak clearly and concisely; conversant in practices and procedures of discipline.

Revised 10/94