

RECREATION LEADER

DISTINGUISHING FEATURES OF THE CLASS: The position is responsible for organizing, conducting and instructing one or more recreational program activities. Specific tasks vary according to assignment. The work is performed under direct supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over Recreation Attendants or other seasonal workers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts and instructs recreation activities and events including arts and crafts, music, drama, dance, aquatics, nature, sports, games, or other assigned special activity;
Oversees program participants and/or volunteers, providing assistance as needed, maintaining order, and ensuring safety;
Plans and supervises daily schedule of activities;
Maintains equipment and supplies needed for recreation program area;
Instructs proper use of equipment and monitors continued proper use;
Acts as an official and maintains order at games and activities;
Assists in organizing and conducting tournaments, leagues, dances, gymnasium or swimming programs, and special events;
Maintains records and reports related to program activities;
Attends staff meetings and training related to program area;
Provides first aid when necessary;
May operate a public address system or movie projector.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the of the policies, procedures, rules and regulations governing the assigned program area;
Ability to plan, organize, and direct the activities of participants and volunteers;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective working relationships;
Ability to give instructions and enforce rules;
Ability to maintain the interest of participants;
Ability to keep records and to complete simple reports;
Mental alertness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of high school equivalency diploma.

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