

RECREATION LEADER II
(Part-Time)

DEFINITION:

Under general supervision, plan and implement a variety of recreation activities at an assigned facility as part of a broad program of community recreation, park, and leisure services and perform related work as required.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this job and may include, but are not limited to the following:

Plan, promote, and conduct a variety of recreation and cultural activities; prepare written reports; supervise the use of City facilities and equipment; maintain department equipment and supplies; organize furniture arrangements and set-ups; provide leadership to assigned staff and volunteers; conduct visual inspections; display courteous and professional behavior toward the public and staff; and observe all safety and City rules and regulations. May be required to work shifts, weekends, and holidays.

QUALIFICATIONS:

Training and Experience: Must have a high school diploma or GED and six months of recreation program experience or experience in working with the public. The completion of 24 units of related college courses is preferred.

License: Some positions in this class may require possession of a valid California driver's license in order to carry out essential job functions.

Knowledge, Skills, and Abilities: Requires knowledge of recreation programs and activities, facilities, equipment safety and use, and program planning; skill in operating specific department tools and equipment; effective communication skills; both oral and written; and the ability to plan, organize, and implement recreation events; work effectively with senior citizens and children; prepare written reports; conduct recreation program activities; provide staff leadership; drive to facilities to visually inspect playgrounds and equipment for potential problems; follow oral and written instructions; have the ability to lift and/or move up to 50 pounds; and work effectively with others.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the employee may frequently drive to various facilities, operate tools and controls; may occasionally sit, stand, walk, run, climb, balance, and kneel; frequently work outdoors and may be exposed to variable weather conditions.