

CITY OF SALINAS

RECREATION LEADER I/II

BARGAINING UNIT/CLASS CODE:

Temporary / S03 (I)/S13 (II)

DEFINITION

Under direction, plans, organizes and supervises a wide variety of recreation activities; monitors groups indoors or outdoors; and assists with special programs, publicity and paper work as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Services Manager, Recreation Coordinator and Senior Recreation Assistant. Other experienced members of the recreation classes may be required to provide training and technical supervision.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Plans games, crafts and special events according to a monthly schedule. Prepares and monitors daily activities and publicity for activities as directed. Supervises groups and patrons of all ages. Prepares attendance reports for recreation classes. Handles discipline problems as directed. Responds to questions from the public concerning recreation activities. Handles money exchanges. May post and receive registration for classes at assigned facility. Sets up and assists in implementation of special programs, projects and events. Maintains facility schedules. Sets up supplies and equipment for all overall programming of classes at assigned facility. Cleans up the facility as necessary following each activity. Performs related duties as necessary.

PHYSICAL CONDITIONS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 40 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Outside and inside recreational environment subject to playing games and activities with all age groups

QUALIFICATIONS

Knowledge of:

Recreation Department rules and regulations. Skills in human relations and oral communications. Individual and group recreation activities including games, sports, crafts, etc. for all ages. Some basic knowledge of first aid techniques.

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Ability to:

Be responsible, self-motivated and reliable in leading activities. Express initiative and patience in encouraging participation. Deal with problems using understanding and patience. Organize games and recreation activities for large groups. Work weekends, holidays and various hours/days. May be required to wear a City-furnished uniform shirt.

License or Certificate:

Requires a First Aid and CPR certificate or proof of enrollment in a First Aid and CPR course at the time of appointment (the course must be completed within 45 days of appointment). A TB test is required at the time of appointment.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to: **Level I** – One year of experience (paid or volunteer) working with children, supervision of others, knowledge of sports/games or public contact experience. **Level II** - two years of college or three years experience working with structured recreational programs, sports activities, or children's playground management.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date: _____

ORIG: 5-03, REV: 12-04, REV: 05-06