

SENIOR RECREATION LEADER

(Temporary)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under general supervision, provides recreation leadership in organizing and carrying out a variety of activities at a park, recreation facility, or center.

SUPERVISION RECEIVED AND EXERCISED

This class reports to the Program Coordinator and/or Recreation Manager. The Senior Recreation Leader is the senior advanced level in the Recreation Leader series. It is distinguished from the Recreation Leader in that the Senior Recreation Leader provides lead direction to other Recreation Leaders for a program when the Program Coordinator or Recreation Manager are not available.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Serve as primary responsible recreation leader at a program directing execution of program(s).
- Direct and instruct volunteers in recreation activities and programs.
- Maintain records and prepare reports relevant to assigned programs.
- Conduct and guide recreational activities, including arts and crafts, science, nature, drama, and sports programs.
- Supervise program participants to promote a fun, safe, and secure environment.
- Maintain order at assigned site and assist in ensuring adherence to department rules and regulations.
- Ensure facilities are safe for use and that all activities are conducted as safely as possible with the objective to prevent injuries.
- Identify and report any maintenance required on assigned facilities, equipment, or materials.
- Address citizen concerns, troubleshoot issues and adjust programming within authority.
- Relay concerns with programs to supervisor.
- Provide verbal and written reports of incidents and accidents.
- Attend department meetings as requested.
- Responsible for facility monitoring which includes: open and close facilities; inspect facility prior to and after rentals; review all facility rules with renters and provide them with necessary supplies; conduct periodic checks during functions to ensure that rules and regulations are being followed; remain onsite to answer

questions that may arise; and, ensure renters sign all appropriate paperwork at the conclusion of the rental.

- Perform facility maintenance as assigned.
- Perform related duties and responsibilities as required.
- Provide lead direction to Recreation Leaders.

EMPLOYMENT STANDARDS

Knowledge of:

- Materials, methods, and equipment used in parks or recreation settings.
- Methods, processes and principles for recreation programming.
- Customer service methods.

EMPLOYMENT STANDARDS

Ability to:

- Plan, organize, and implement activities with children, youth, adults, and seniors.
- Understand and implement written or verbal instructions.
- Establish cooperative working relationships with the public and other employees.

Minimum Qualifications:

Education/and or Experience: High school diploma or its equivalent and one year of experience as a Recreation Leader for the City of American Canyon or other relevant experience in recreation leadership.

Certificate Requirement: Possession of or ability to obtain certificates in:

- Adult CPR/AED and Child CPR
- First Aid

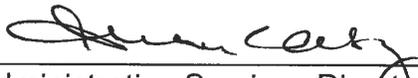
Physical Requirements:

Works is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: Frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

Some positions may require evening, weekend, or other shift work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Senior Recreation Leader	2014			5608	Non-Exempt	5

APPROVED: 
Administrative Services Director

Date: 10/20/14