

CITY OF EAST PALO ALTO CLASSIFICATION SPECIFICATION

CLASS TITLE: RECREATION LEADER I/II **CLASS CODE:**
DEPARTMENT: COMMUNITY SERVICES **FLSA STATUS:** Exempt
REPORTS TO: Recreation Services Supervisor **EMPLOYEE GROUP:** SEIU

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

DEFINITION

Under general supervision, the Recreation Leader I/II is a flex position and performs a variety of routine to semi-skilled and skilled recreation functions and duties associated with the implementation of recreational activities for seniors, adults, teens, and/or children. This classification may be full-time and/or part-time.

JOB SUMMARY

Reports directly to the Recreation Services Supervisor. Fully competent to independently perform a variety of recreational programs for seniors, adults, and/or youth, including cultural arts, physical activities, special interest classes and summer programs, and special events; performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

Recreation Leader I

The Recreation Leader I is distinguished from the Recreation Leader II in that the position has no programming responsibilities and work is performed under the general supervision of a Senior Recreation Leader, a Recreation Leader II or the Recreation Services Supervisor. Typical assignments include assisting with maintaining records, implementing specific recreation activities, setting up equipment and providing information to the public. With adequate experience, education and training, the Recreation Leader I could flex to a Recreation Leader II classification.

Recreation Leader II

The Recreation Leader II is distinguished from the Recreation Leader I in that the position has program responsibility and some lead responsibility of volunteers, and seasonal staff in lower classifications. This is a professional, first line contact position with responsibility for delivering state of the art program services. Requirements include evening and weekend hours and response to emergency situations. These positions are classified as Fair Labor Standards Act (FLSA) Non-Exempt. Responsibilities include recreation/community services programs, centers and community-oriented agencies.

ESSENTIAL FUNCTIONS

This reflects essential responsibilities of this classification; however, all responsibilities may not be performed by all incumbents.

Recreation Leader I

- Collect tickets or admission fees.
- Process and maintain records of participants.
- Issue and maintain supplies and equipment.
- Make minor repairs to supplies and equipment.
- Enforces prescribed rules and procedures.
- Assist with carrying out special events as instructed.
- Maintain safe conditions and report need for repairs.
- Report accidents and administer routine first aid when necessary.
- Provide safe-keeping for lost articles.

City of East Palo Alto Job Descriptions:

Recreation Leader I/II

Created: January 2005

Revised: February 26, 2010

- Answers telephones and provides information about scheduled activities.

Recreation Leader II

- All of the responsibilities listed in the Recreation Leader I and;
- Develop, schedule and implement recreation activities in accordance with established program goals.
- Perform building attendant tasks including assembling of supplies; and set-up and take-down of equipment, tables and chairs as needed.
- Assure facilities, equipment and play areas are available and maintained in a clean, safe and satisfactory fashion.
- Coordinate, organize, officiate, coach, keep score and lead children's and adult sport activities, leagues and games.
- Plan, supervise, and coordinate a variety of athletic, recreation and social event/programs, i.e. dances dramatic productions, meetings, fashion shows, excursions, sporting and educational events).
- Distribute program publicity and promotional materials.
- Assist with proper opening/closing procedures.
- Continual compliance with health and safety requirements,
- Reports needed building/facility maintenance, repairs and renovations.
- Assist with achieving operational goals within available resources.
- Assure that assigned areas of responsibility are performed within budget.
- Respond to public inquiries about recreation programs.
- Assist in the preparation for publication a variety of brochures, calendars, letters, posters, new releases, flyer, and related communications regarding recreation programs.
- Perform a variety of miscellaneous duties such as answering the phone, typing correspondence, running errands, picking up supplies needed for activities, making arrangements for rental and use of Recreation building or facility, helping set up tables and chairs for classes, moving props for program and events, etc.
- Operate modern office equipment including computer equipment and software programs.
- Communicate in a clear and concise manner, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a vehicle to carry out assigned duties.
- Attend seminars and workshops related to duties and responsibilities.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Recreation Leader I

Knowledge of:

- Basic principles and techniques of first aid/CPR
- Proper English/Spanish grammar, vocabulary, spelling and punctuation.
- Computer applications and hardware related to performance of the essential functions of the job.

Skills in:

- Following up on assignments with a minimum direction.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.

- Multiple languages spoken in the community would be desirable.

Ability to:

- Work independently and assume responsibility for assigned tasks
- Establish and maintain effective working relationships with public, volunteers, co-workers, city agencies.
- Work a flexible schedule including evenings and weekends, shifting assignments as program needs change.
- Travel to various job sites throughout the City.
- Work indoors and outside in a variety of climatic conditions.
- Lift up to 50 pounds and set up supplies and equipment.
- Communicate effectively verbally and in writing.
- Handle stressful situations.
- Handle multiple interruptions.
- To pass the fingerprint clearance with the Department of Justice.
- Perform the essential functions of this classification.
- To acquire First Aid/CPR certification within three months from date of appointment.

Recreation Leader II

Knowledge of:

- Recreation, cultural and educational activities suitable for children, adults, seniors and/or the physically challenged.
- Fundamental rules, techniques and materials of group games, sports, crafts and other recreation and leisure activities
- Safety concerns in recreation activity implementation.
- Basic principles and techniques of first aid/CPR

Skills in:

- Following up on assignments with a minimum direction.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating clearly and effectively, both orally and in writing.
- Bilingual would be desirable.
- The exercise of good judgment, apply logical thinking and make sound decisions to accomplish tasks or solve problems.

Ability to:

- Develop interest and encourage participation in assigned recreational activities.
- Instruct and lead others in assigned activities.
- Engage in moderate physical activity and provide leadership in group activities.
- Establish and maintain effective working relationships with the public, volunteers and other employees.
- Keep and maintain written records.
- Work a flexible schedule including evenings, weekends and shift assignments as program needs change.
- Travel to various job sites throughout the City.
- Work indoors and outside in a variety of temperatures and weather conditions.
- Lift up to 50 pounds, and set up supplies and equipment.
- Work independently and assume responsibility for assigned tasks.
- Pass the fingerprint clearance with the Department of Justice.

- Perform the essential functions of this classification
- Train other staff.

MINIMUM QUALIFICATIONS REQUIRED

Recreation Leader I

Education:

To be enrolled in or have graduated from High school or obtained a GED.

Experience:

Six (6) months of responsible experience in a paid or volunteer recreation or related work experience

Licenses and/or Certifications:

- Valid California Class C Driver's License or higher and a good driving record at the time of appointment.
- Current First Aid/CPR Certificate or the ability to obtain them within 3-months of appointment.

Recreation Leader II

Education:

1. High school diploma or GED, supplemented by at least two years of college level courses in recreation, physical education, sociology or culturally related programs; OR
2. Work experience that demonstrates the ability to lead recreation, sports, fitness or diverse cultural programs.

Experience:

Two years of progressively responsible experience leading a variety of athletic and recreational activities, of which at least 6-months was at the Recreation Leader 1 level or the equivalent.

Licenses and/or Certifications:

- Valid California Class C Driver's License or higher and a good driving record at the time of appointment.
- Current First Aid and CPR Certificate in accordance with Title 22 of the California Code of Regulations, at the time of appointment.

DESIRED QUALIFICATIONS

Associate of Arts Degree in recreation, physical education, social work gerontology, public administration or a closely related field, is highly desirable, and will substitute one year of required experience.

MATERIAL AND EQUIPMENT USED

General office equipment, personal computer and applications, i.e., Word, Excel, Publisher, Power Point, Assess), calculator, copy and fax machines, printer, passenger/van/pick-up vehicles, regular/cell telephone, pager, microfiche machine, typewriter, cassette duplicator, scanner, fax, and transcription equipment, copier; recreational equipment.

PHYSICAL REQUIREMENTS

While performing the essential functions of this classification the employee is frequently required to stand, walk, and sit for long periods of time; required to quickly respond to emergency situations and to location of incident. May be required to stoop, bend, and twist. Ability to use hands to finger, handle, feel or operate objects, tools, or controls; and, reach with hands and arms, handle, manipulate and feel; ability to reach with hands and arms; ability to speak and hear; ability to occasionally lift and/or move up to 50

pounds, climb flights of stairs; specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

While performing the essential functions of this classification the employee occasionally may be required to work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The environment can be noisy and chaotic. There are numerous classes and programs operating simultaneously. The employee must be able to complete specific administrative tasks while maintaining availability to public for inquires and response to emergency situations.

***NOTE:** Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*