

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE
APPROVED: FEBRUARY 2, 2023

RECREATION LEADER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the organization and supervision of a variety of recreational activities at a recreational center, playground, senior citizen center or sports facility. Assists the Recreation Director in carrying out a municipal recreation program. Officiates and maintains order at games and activities; teaches proper techniques, terminology and rules of sports and other recreational activities of the program. General supervision is exercised over participants in the program. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises or assists in the supervision of recreation programs and activities at a playground, gymnasium or other recreational facility;
2. Officiates and maintains order at games and activities;
3. Teaches techniques, terminology and rules;
4. Plans daily schedules of playground activities;
5. Maintains records as assigned;
6. Issues equipment and ensures it is returned;
7. May participate in sports or recreational activities;
8. Plans and carries out the arts and craft program, etc. when assigned;
9. When assigned to a concession stand: takes and fills orders, restocks supplies, cleans, accounts for cash, and operates a fast-food restaurant fryer;
10. May assist in planning programs;
11. May administer first aid.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Working knowledge of rules, techniques, and terminology used in program; working knowledge of first aid methods; skill in the execution of sports and games; ability to instruct and supervise the activities of others; ability to get along well with others; ability to maintain order and communicate effectively; ability to make change and account for cash; good judgment; reliability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of a standard ninth grade education is required.