

**SUNRISE RECREATION AND PARKS DISTRICT
CLASSIFICATION SPECIFICATION**

JOB TITLE: Recreation Leader I
(Hourly Intermittent)

DIVISION: Recreation and Community Services

CLASS DEFINITION:

Assists in the promotion and implementation of assigned recreation programs and services such as: adult and youth sports, senior activities, pre-school and day care activities, low organization games and special events; opens, maintains and closes and secures assigned facilities; inspects facilities and sports and recreation equipment to identify and recommend repairs and/or maintenance required and supplies needed; provides scorekeeping for youth sporting events; distributes public service announcements, flyers and other marketing materials to promote designated recreation programs; promotes and ensures safety procedures are followed by participants, staff and spectators; responds to requests for information pertinent to District recreation programs and services and refers customer issues and complaints to appropriate District staff for resolution; completes all required records and reports required by policy and/or regulation; performs special tasks as assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Recreation Leader I classification are temporary employees and may not advance to permanent status in any District job classification. Hours of work vary based on programmatic workload. Incumbents assist with the implementation of assigned recreation programs and activities and perform routine customer service duties that require good organization and effective communication skills.

The Recreation Leader I classification is distinguished from the Recreation Leader II classification by the performance of work that is more routine in nature and of limited complexity..

SUPERVISION RECEIVED/EXERCISED:

The Recreation Leader I classification receives close to general supervision within a framework of established policies and procedures from a Recreation Services Manager I/II/III and general guidance from a Recreation Coordinator.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Assists with the implementation of assigned recreation programs and activities
- Distributes public service announcements, flyers and other marketing materials to promote designated recreation programs and services.

- Opens, inspects, prepares, maintains and closes and secures assigned recreation, facilities.
- Inspects sports and recreation equipment to identify and reports repairs and supplies needed.

Responds to requests for information relative to District recreation programs and services and refers customer issues and complaints to appropriate District staff for resolution.

- Sets up and takes down scorekeeping equipment for assigned youth sports; gathers and accurately records player and team information and individual and team scores and submits information to appropriate a Recreation Coordinator for posting to the District web site.
- Promotes and ensures safety procedures are followed by participants, staff and spectators.
- Completes all required records and reports required by policy and/or regulation.
- Performs special tasks as assigned and other job-related duties as required.

EMPLOYMENT STANDARDS:

Education and Experience Guidelines:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

- Equivalent to the completion of the tenth (10th) grade. Additionally, volunteer or paid work experience in the field of parks and recreation, youth programming or customer service is desirable

Knowledge of:

- technical aspects of assigned recreational program area
- rules and scorekeeping procedures for specific sport being scored
- techniques of effective interpersonal communication
- standard first aid practices

Ability to:

- maintain positive relationships with co-workers, volunteers and program participants
- follow oral and written directions from supervisor and/or lead worker
- learn, understand and explain District and program policies, rules and procedures
- learn the laws, rules and regulations relative to recreation programs and services
- ensure the safety, maintenance and security of assigned recreation facilities
- legibly complete a variety of routine records and reports
- work on weekends and holidays as needed
- set up booths, hang banners, move furniture and/or carry supplies for special events
- effectively communicate orally and in writing
- establish and maintain effective working relationships with those contacted during the performance of work duties and responsibilities
- perform essential duties of job without causing harm to self or others

Licenses/Certification Required:

- Current certification in Adult and Pediatric First Aid, CPR and AED is desirable

WORKING CONDITIONS:

Environmental Conditions:

The essential duties of this job are performed in a temperature controlled office environment and frequently, dependent upon assignment, in a recreation facility or in an outdoor environment on slippery wet surfaces with exposure to varying climate and temperature conditions, sun, dust, constant loud noise and continuous contact with program/event participants, spectators and other District staff. Incumbents frequently travel in a vehicle to various sites and may be required to set up booths, move furniture and carry supplies and equipment for special events.

Physical Conditions:

On a daily basis, the essential duties of a Recreation Leader I require the ability to: sit for extended periods; twist to reach files and equipment; walk from site to site; use hands and arms to reach in any direction; have finger dexterity to operate equipment; speak to verbally exchange ideas and information; hear to receive detailed verbal information and instruction; see to view objects within one foot to arms length and to differentiate basic colors and shades of color. Incumbents frequently lift, carry, push, pull, and grasp a variety of objects weighing up to 10 pounds. Occasionally, incumbents must be able to feel the attributes of objects by touch; climb, stoop, kneel, crouch, and stand; and maintain body equilibrium to prevent falling on, slippery surfaces.

OTHER:

FLSA STATUS: Non-Exempt

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

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