

City of Imperial Beach
POSITION DESCRIPTION

Title: Recreation Leader
Department: Recreation
Division: Parks & Recreation

GENERAL PURPOSE

Under general supervision; to organize, coordinate and lead various recreational activities at a recreation facility; and to do related work as required.

SUPERVISION RECEIVED

Works under the direct supervision of the Recreation Coordinator

SUPERVISION EXERCISED

May exercise direct supervision over assigned Recreation Program Aides

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of a Recreation Coordinator, the Recreation Leader will organize, supervise and lead activities at a public recreation facility; officiate, coach and instruct in field, court and table games, teach fundamentals of play and sportsmanship; issue and maintain equipment and supplies; develop neighborhood interest and participation in recreation programs; organize the direct games, sports, playroom, crafts activities, in charge of music room for all age levels, including seniors; administer First Aid; assist in operations and maintenance of a recreational areas (such as cleaning and mopping); may supervise other part-time employees; collect money and keep routine records; performs simple typing; use of computers; prepare reports and perform other related duties as assigned.

SPECIAL REQUIREMENTS

Education/Training:

Equivalent to completion of one year of college (30 units), or graduation from high school/GED and one year part-time work (1000 hours) as a Recreation Aide. Must obtain a First Aid certificate within 30-days of hire.

License or certificate:

Possession of an appropriate, valid California Driver's license.

KNOWLEDGE OF AND ABILITY TO

Knowledge of: basic objectives of recreational activities; skills involved in varied recreation sports, games and group activities. Ability to read and write; ability to follow written and oral instructions; maintain discipline and safety practices; work cooperatively with the public and other employees; communicate positively and effectively with individuals of all ages; work days, nights, weekends and holidays.

PHYSICAL DEMANDS

Environment:

Work indoors and outdoors under a variety of weather conditions; work on a variety of natural and artificial surfaces including grass, dirt, and sand; ability to monitor facilities inside and out on a continuous basis.

Physical:

Complete handwritten forms, reports and statistical information; ability to use a computer keyboard; must have the manual dexterity and strength to push, pull and store equipment which may weigh up to 60 lbs.

Vision:

Possess sufficient eyesight to supervise participants in large indoor and outdoor areas under mixed lighting conditions.

Hearing:

Possess sufficient hearing to communicate with participants and staff in large indoor and outdoor areas under noisy conditions.