RECREATION LEADER

DISTINGUISHING FEATURES OF THE CLASS:

This position leads and conducts a variety of recreation activities. These activities may include responsibility for a particular physical facility, a single playground or a particular program. Work is generally performed under the supervision of a higher level employee. Supervision may be exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

- 1. Assists in the organization of and conducts basketball, bowling, badminton, volleyball and table game leagues;
- 2. Assists in the organization and conduct of socials, dances, tournaments and other special events;
- 3. Acts as an official and maintains order at games and contests;
- 4. Operates equipment related to a recreation program, such as a tape recorder, television set, video cassette recorder, public address system, etc.;
- 5. Directs classes in arts and crafts, athletics, camping, etc.;
- 6. Assists with the organization and supervision of a gym program;
- 7. Plans daily schedule of playground activities;
- 8. Organizes and promotes activities such as softball, badminton, paddle tennis, nature studies, hikes, arts and crafts, story-telling, dancing, singing, dramatics, games, etc.;
- 9. Organizes groups of children according to age and interests and supervises play activity;
- 10. Maintains facilities, marks fields, and inspects equipment for safety;
- 11. Keeps records and makes periodic reports;
- 12. Distributes, keeps records of and maintains equipment;
- 13. Attends staff meetings to discuss special problems and programs;
- 14. May administer basic first aid.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of leisure recreation needed to plan and implement leisure-time recreation programs; knowledge of fundamental recreational techniques and common practices needed to organize and conduct recreational activities; knowledge of the fundamentals of recreation activities needed to instruct others in a variety of sports and games; knowledge of basic first aid needed to treat minor injuries; ability to work with people of different age groups and backgrounds; ability to follow detailed oral and written instructions; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma or GED certificate and one (1) year of experience which involved conducting, organizing, and leading recreation activities.

<u>NOTE:</u> College study in recreation leadership or a related field may be substituted for the experience (30 credits equals one year).

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