

**PART-TIME RECREATION LEADER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, to facilitate recreation events, programs and activities and provide related support for overall recreation program.

**DISTINGUISHING CHARACTERISTICS**

This is the second level of a series of part-time recreation positions, and is distinguished from Senior Program Leader in that the Recreation Leader is responsible for specific events and activities rather than overall programs coordination. The Recreation Leader is distinguished from the Recreation Aide in that Recreation Leader has responsibility for leading, overseeing and coordinating the specific events and/or activities.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision provided by full-time Recreation Supervisor or Community Services Coordinator.

Delegates assignments/duties to recreation staff as needed.

**ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

Conduct specific recreation or community service events at assigned facility locations.

Under supervision, assist with planning and organizing specific events and activities.

Lead event activities or programs.

Prepare reports as needed and maintain accurate and complete records.

Assist with related clerical duties.

Program responsibilities vary depending on program/area of assignment. May include:

- Child Care Leader
- Pre-School Leader
- Sports Leader
- Aquatics/Instructor Leader
- Respite Program Leader
- Art Program Leader

**Marginal / Non-Essential Functions:**

Perform related duties and responsibilities as required

**QUALIFICATIONS**

**Knowledge of:**

Record keeping.

Program facilitating

Knowledge/abilities related to specific area(s) of assignment.

**Ability to:**

Assist with related clerical duties.

Assist with planning, organizing and conducting specific events and activities.

Lead recreation activities and/or assist in development of activities.

Delegate assignments/duties to recreation aides as needed.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Volunteer or recreation aide experience preferred.

**Training:**

High school graduate

**Licenses/Certificates/ Other requirements:**

Must be 18 years of age; 12 Early Childhood Education units or qualifications required to work in a California State licensed childcare facility.

**PHYSICAL DEMANDS**

Sitting:	Occasionally to frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Frequently	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Occasionally	100 + lbs:	Never
Crawling:	Rarely	Carrying	
Climbing:	Occasionally	up to 10 lbs:	Occasionally
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Occasionally	100 + lbs:	Never

**PHYSICAL DEMANDS (continued):**

Pushing/Pulling:

up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Occasionally
Reaching forward:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Occasionally

Coordination	-	Eye-hand:	Occasionally
		Eye-hand-foot:	Never
		Driving:	Occasionally

Talking	-	Face-to-face:	
		Verbal contact:	
		Public:	

Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Not required

Hearing	-	Conversation:	Frequently to constantly
		Telephone:	Occasionally
		Earplugs:	Never

**MENTAL REQUIREMENTS**

Interpret instructions, Detailed-uninvolved instructions, One or two-step instructions, Reading-simple, Writing-simple, Math skills-simple, Coordinating, Negotiating, Instructing, Supervising, Speaking-signaling, Taking instructions-helping, Setting up, Driving-operation, Manipulation, Comprehend/follow instructions, Perform simple, Repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied, Complex tasks, Generalizations/evaluations, Responsibility for direction.

**WORK ENVIRONMENT**

Exposure to: Indoors, Outdoors, Excessive noise, Slippery/uneven surfaces, Using computer/computer monitor screen, Works alone, Works around others, Works with others.