

PART-TIME RECREATION SENIOR PROGRAM 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 plan, organize and conduct a variety of recreation programs. Provide direct supervision to recreation staff involved in events and event planning.

DISTINGUISHING CHARACTERISTICS

This is the third level of a series of part-time recreation positions, and is distinguished from Recreation Leader in that the Senior Program Leader is responsible for overall planning and coordinating of programs and events and the services/facilities needed in support of programs and events.

SUPERVISION RECEIVED AND EXERCISED

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

Exercises direction over other recreation staff as assigned.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

Plan and organize a variety of recreational programs within the community.

Coordinate necessary facilities, services and staff to conduct programs and events.

Schedule and coordinate activities with other recreation staff.

Monitor day-to-day operations of recreation programs and activities to ensure safe and proper proceedings.

Distribute supplies and track supply usage and needs.

Conduct various recreation events.

Prepare reports and maintain accurate and complete records.

Interact with program participants and staff, demonstrating customer service skills and abilities; answer questions and provide information.

Provide lead direction to staff assigned; provide support and assistance to other recreation staff.

Essential Functions (continued):

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

- Childcare Teacher (unlicensed)
- Preschool Teacher
- Senior Guard / Instructor
- Assistant Coordinator
- Van Driver
- Sports Head Leader
- Senior Rental Leader
- Senior Respite Program Leader
- Senior Front Office Assistant
- Open House Senior Aide
- Senior Art Instructor / Leader

Marginal / Non-Essential Functions:

Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

Wide variety of recreation activities for youths and/or adults.

Report writing and record-keeping.

General supervision and coordination of staff.

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

Ability to:

Prepare staff schedule and communicate assignments to staff.

Provide lead direction to staff members.

Track supplies, supply needs and costs.

Demonstrate and utilize excellent customer service skills.

Write reports and maintain accurate and complete records.

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:

Two years related experience in instructing, teaching, and coaching.

Training:

High school graduate, 2 years college-level coursework

Licenses/Certificates/ Other requirements:

Qualifications necessary to work in a California State Licensed childcare facility

PHYSICAL DEMANDS

Sitting:	Frequently to constantly	Lifting:	
Standing:	Frequently	up to 10 lbs:	Occasionally
Walking:	Frequently to constantly	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:	Occasionally	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

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:	Frequently
		Eye-hand-foot:	Occasionally
		Driving:	Occasionally

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

Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required

PHYSICAL DEMANDS (continued)

Hearing - Conversation: Occasionally to frequently
Telephone: Occasionally
Earplugs: Never

MENTAL REQUIREMENTS

Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two-step instructions, Reading-simple, Writing-simple, Math skills-simple, Coordinating, Compiling, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Driving-operation, 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, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others.