



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## Recreation Leader Series I, II, III Class Description

**DEPARTMENT/DIVISION:** Parks & Recreation

### **DEFINITION**

Under general supervision of the Recreation Programs Coordinator. Recreation Leaders are assigned to organize, lead and coordinate a wide variety of indoor and outdoor recreation activities at parks, playgrounds and the community Center including after school programs, day camps, sport leagues, play groups, special events and senior events. Also provides varied administrative support primarily to the Recreation Programs Coordinator and other managers, and operations of the Community Center including but not limited to answering phones, program registration and light custodial duties, and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Recreation Programs Coordinator, and Department Managers. Recreation Leader's II, III may exercise technical and functional supervision over Recreation Leader I staff, as needed.

### **CLASS CHARACTERISTICS**

**Recreation Leader I:** Applicants have little or no experience working in a recreation setting.

**Recreation Leader II:** Applicants at this level has attained a high school equivalency education and experience in a recreation setting.

**Recreation Leader III:** Applicants at this level has attained advanced education and experience in a recreation setting.

This classification is part-time seasonal temporary position and Recreation Leaders are scheduled as needed. Recreation Leaders are not guaranteed a certain number of work hours, or a routine schedule, and may be terminated with or without cause at any time. Any offer of employment to an adult who will have direct contact with minors is conditional upon passing a drug test and submission of a completed fingerprint screening and satisfactory background check.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assist in organizing and supervising recreational programs in any one or more of the following areas: children, adults, senior citizens and participants with special needs at playgrounds, parks, the Community Center, and other recreational areas
- Assist in the implementation of and providing leadership to a specific recreational program with guidance from the Recreation Programs Coordinator
- Plan, coordinate and implements recreational activities in specific program areas
- Assist in maintaining discipline and encourages observances of required safety precautions
- Assist in preparing schedule of approved activities
- Plan and implement special events and instructional classes
- Assist in working with special community groups
- Act as a liaison between participants and instructors/staff
- Assist supervisor in securing materials, supplies and equipment
- Lead participants on group outings and field trips

- May chaperone participants to offsite programs
  - Prepare reports and correspondence including attendance
  - May provide information to other departments and the public relating to program activities
  - Maintains records of participation, supplies and equipment
  - Report injuries and accidents
  - Respond appropriately to emergencies including the application of basic first aid
  - Enforce the Town of Discovery Bay departmental policies
  - Supervise volunteers and court referral workers
  - Perform routine clerical tasks
  - Participate as part of a recreation team
  - Exhibit and encourage behavior that is consistent with the Town's risk management program and decrease risk of accident or injury to self, employees, residents, visitors and their property
  - Attendance and punctuality that is observant of scheduled hours on a regular basis.
  - Performs other duties as assigned.
- Recreation Leader II & III**
- Enroll individuals in recreation classes and enter data into tracking system
  - Opening & Closing of Town facilities
  - Taking monies and balancing receipts
  - Supervision of lower level recreation leaders

### **QUALIFICATIONS**

#### **Knowledge of:**

- Modern Office Technology
- Principles, practices of customer service
- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- First Aid practices
- Safe work practices

#### **Ability to:**

- Represent the Town in a positive manner
- Establish, maintain and foster cooperative working relations with others from diverse background, including elected officials, co-workers and the public effectively and with courtesy, in person, via email and over the phone
- Follow written and oral instructions and procedures
- Communicate effectively, both orally and in writing, by using proper English grammar, spelling and punctuation
- Learn and interpret specific rules and policies and apply them with good judgment
- Understand and work effectively with the public
- Direct, teach and communicate with children
- Supervise large groups
- Facilitate rentals at the Community Center
- Maintain harmonious working relationships with other employees, participants and the public
- Learn Recreation Software
- Deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise and tact
- Work a flexible schedule including evenings and weekends
- Work independently
- Solve most problems independently, referring unusual situations and questions to supervisor especially those matters regarding policy decisions
- Perform light janitorial and maintenance duties

### **EDUCATION AND EXPERIENCE:**

The combination of experience, training and education that would likely provide the required knowledge and abilities is shown below. Incumbents may be appointed at the entry or higher level, (depending on qualifications and Town staffing needs) and advance to a higher level after gaining the

experience and knowledge necessary to perform the required tasks. Requirements for each Recreation Leader are:

**Education:**

**Recreation Leader I:** Is enrolled in high school or has not received a High School Diploma, GED, or high school equivalency.

**Recreation Leader II:** Is a high school graduate, has a GED or high school equivalency and at least one year of recreation experience the field of recreation or leisure services.

**Recreation Leader III:** Has 30 semester units from college with specialization in recreation, education, physical education, leisure services or related field.

**Experience:**

**Recreation Leader I:** Has little or no experience working in a recreation setting.

**Recreation Leader II:** Has one year experience in a part-time paid recreation position (minimum 1,000 hours), or has two years (minimum 500 hours per year) experience as a volunteer with groups similar to those found in a recreational setting or one year as a Recreation Leader I with the Town of Discovery Bay or similar agency.

**Recreation Leader III:** Has two years' experience in a part-time paid recreation position (minimum 1,000 hours per year) or has one year as a Recreation Leader II with the Town of Discovery Bay or similar agency.

**License and certificate:**

CPR/First Aid certificates required or achievable within 60 days of hire

Possession of, or ability to obtain, and maintain, a valid California class C driver's license with a satisfactory driving record, may be required for Recreation Leader II, III

**SPECIAL REQUIREMENTS**

These functions may be performed with or without reasonable accommodation:

- Speak clearly and understandably
- Review reports and correspondence quickly and accurately
- Report to work at any hour of day or night as require by disaster or other emergency situation
- Use dexterity and vision necessary to operate computer equipment with a productivity
- Intermittently twist to reach equipment in their work area
- Perform simple grasping and fine manipulation
- Operate basic office equipment (i.e. telephone, copier, calculator, etc.)
- Oversee, manage and participate in strenuous physical activities, such as leading tours, demonstrating proper exercise techniques, and managing children in playground activities
- Lead, teach, demonstrate and officiate activities such as games, special events, trips, tours, arts & crafts activities, dances, and hikes for a variety of age groups
- Set up, move, and take down recreational and facility equipment – Lift 50 pounds
- Perform all duties listed on the job description except those determined to be incidental

**ENVIRONMENTAL ELEMENTS**

Employees work in indoors & outdoors with moderate noise levels. There may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work on evenings, weekends, and holidays.

**Note:** All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.