



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## RECREATION LEADER I

**\$12.00 – 12.20/hour, \$2,080 – 2,115/monthly**

FLSA Designation: Non-Exempt  
Established: February, 2016  
Formerly Recreation Leader I, II  
Revised: January, 2019

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.

**DEPARTMENT / DIVISION** Parks & Recreation

### SUMMARY DESCRIPTION

Under general supervision of the Recreation Programs Supervisor. 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 Supervisor 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.

### IDENTIFYING CHARACTERISTICS

Recreation Leader I - Applicants have little or no experience working 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.

### REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. 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.
2. Assist in the implementation of and providing leadership to a specific recreational program with guidance from the Recreation Programs Supervisor.
3. Assist in maintaining discipline and encourages observances of required safety precautions.
4. Act as a liaison between participants and instructors/staff.
5. Assist supervisor in securing materials, supplies and equipment.
6. Prepare reports and correspondence including attendance.
7. May provide information to other departments and the public relating to program activities.
8. Maintains records of participation, supplies and equipment.
9. Report injuries and accidents.
10. Respond appropriately to emergencies including the application of basic first aid.
11. Enforce the Town of Discovery Bay departmental policies.

12. Supervise volunteers.
13. Perform routine clerical tasks.
14. Participate as part of a recreation team.
15. 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.
16. Attendance and punctuality that is observant of scheduled hours on a regular basis.
17. Taking monies and balancing receipts.
18. Opening and closing of Town facilities.
19. Performs other duties as assigned.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

Modern office technology. Principles and 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 and 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. 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. Review reports and correspondence quickly and accurately. 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.

## **EDUCATION AND EXPERIENCE:**

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

Recreation Leader I - Enrolled in high school or has not received a High School Diploma, GED, or high school equivalency. Has little or no experience working in a recreation setting. Must be 16 years of age or older at the time of hire.

### **License:**

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

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Employees work 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 public and private representatives to assist in

interpreting and enforcing departmental policies and procedures. May be required to work on evenings, weekends, and holidays.

**Physical:** Perform simple grasping and fine manipulation. Use dexterity and vision necessary to operate computer. Intermittently twist to reach equipment in work area. Set up, move, and take down recreational and facility equipment – Lift 50 pounds.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**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.