

SENIOR RECREATION LEADER (PART-TIME)

MINIMUM QUALIFICATIONS:

1. Completion of three (3) years of study at a college or university of recognized standing; or
2. Completion of high school and two (2) seasons of experience in the conduct of recreation activities; or
3. An equivalent combination of the training and experience.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

DISTINGUISHING FEATURES OF THE CLASS: This is responsible professional work involving the organization and conduct of one or more parts of the community recreation program. This position is generally associated with the direction of a specific program area. This position involves supervision and coordination of all recreation leaders and recreation assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans recreation programs and makes arrangements for staff, supplies and materials, transportation, facility and scheduling;
Supervises personnel to insure discipline and conduct, safety of patrons, park regulation enforcement and security of revenues collected;
Prepares and distributes publicity for programs;
Plans and implements weekly training sessions for all WSI staff and lifeguards in accident prevention and safety, lifesaving techniques, first aid, mouth-mouth respiration, cardiopulmonary resuscitation and other measures to be used in emergency situations which might occur while patrons are in the water and assists with staff training for recreation leaders and assistants;
Organizes and conducts special events;
Prepares weekly staffing schedules, time sheets, payroll, accident and first aid reports, patron attendance reports, statistics on facility usage during special programs and recreational swims and other reports as requested;
Contacts and maintains communications with community groups, advocating co-sponsored programs, cooperative efforts and coordination of services;
Supervises collection and deposit of revenues;
Enforces rules, investigates occurrences and accidents and reports problems of ground maintenance to the Parks Maintenance Supervisor; and inventories all facility equipment including lifesaving, first aid and locker room supplies;
Evaluates programs, prepares written reports, coordinates use of facilities by outside groups;
May prepare individual program budgets.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the purpose, the organization and conduct of several types of recreation activities; ability to direct recreation leaders; ability to stimulate and hold the interest of participants in both individual and group activities; ability to secure cooperation.

APPROVED: MAY 6, 1992

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE