

TOWN OF EAST BLOOMFIELD
SUMMER RECREATION PROGRAM

Serves as Assistant to the Recreation Director

\$2,500 FOR THE SEASON

RECREATION LEADER
(PART-TIME/SEASONAL)

DISTINGUISHING FEATURES OF THE CLASS: This position involves the conduct of a particular program under specific policies, the responsibility for a single playground under general supervision or assisting with the conduct of various minor or periodic activity. This position is generally associated with the leadership of a particular facility or the conduct of a single playground. Supervision may be exercised over subordinate level personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Carries out the program planned for a recreation facility;
Organizes groups according to age, interest, and ability;
Organizes and promotes and directs activities such as softball, badminton, paddle tennis, nature studies, hikes, camping, arts and crafts, storytelling, dancing, singing, dramatics, quiet games, etc.;
Supervises play activity;
Assists with the organization and supervision of a gymnasium program;
Assists in the organization of and conducts tournaments, basketball, bowling, badminton, volleyball, and table game leagues;
Assists in the organization and conduct of socials, dances, and other special events;
Plans daily schedule of playground activities;
Acts as an official and maintains order at games and contests;
Collects entries and makes drawings;
Keeps records and makes periodic reports;
Inspects equipment for safety;
Operates a public address system and movie projector;
Attends staff meetings to discuss special problems, the inter-playground program and the community recreation program;
Distributes, keeps records of, and maintains equipment;
Gives first aid.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the organization and conduct of one or more types of recreational activities with an emphasis on the organization and conduct of games or athletic events; ability to stimulate and hold the interest of the participants; thorough knowledge of first aid.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, or higher.

REVISED: OCTOBER 26, 2001

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

Ontario County job description adopted by the City of Geneva on March 13, 2018.