

RECREATION LEADER

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

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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.

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REVISED: OCTOBER 26, 2001; 3/31/26

CIVIL SERVICE CLASSIFICATION:

FULL-TIME – COMPETITIVE

PART-TIME & SEASONAL – NON-COMPETITIVE (Approved by NYSCSC 9/19/1979)

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

JURISDICTIONS: CITIES, LIBRARIES, SCHOOLS, TOWNS, AND VILLAGES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES