



CITY OF HOLTVILLE

JOB DESCRIPTION

TITLE:	RECREATION LEADER II
DEVELOPED:	AUGUST 1, 2007
APPROVED:	AUGUST 27, 2007
DEPARTMENT:	PUBLIC WORKS
REPORTING RELATIONSHIP:	RECEIVES SUPERVISION FROM THE RECREATION SUPERVISOR/CITY MANAGER

POSITION SUMMARY:

Under direct supervision, assists in the daily operation of indoor or outdoor recreation activities at a recreation center or other major recreation facility by providing coaching, instruction, supervision, and counseling to participants.

JOB DUTIES:

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES:

- Assists in preparing and coordinating recreational activities in a specific program area for a wide variety of age groups and special populations.
- Organizes craft projects and games using recreational equipment and supplies
- Assists in maintaining stocks, provisions and equipment for program activities
- Issues equipment and supplies to activity participants or groups
- Administers minor discipline to recreation activity participants according to established policies, including issuing verbal reprimands, time-out periods, and conferences with parents
- Performs routine maintenance and repair of recreation center facilities and equipment, such as disinfecting exercise equipment and mopping spills
- Assists in coordinating the use of fields and facilities
- May be required to work extended or variable work hours and/or weekends.
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Recreational, cultural and social needs of the community
- Philosophy and objectives of public recreation and youth activities
- Community recreational activities including games, sports, dancing ceramics and handcrafts
- Individual and team competitive sports instruction, rules, regulations and safety precautions
- First aid, cardiopulmonary resuscitation, seizure control, life saving and medications and their side effects

Skill in:

- Making decisions according to established policies and procedures
- Conducting and overseeing a program of recreational activities in a community center
- Establishing and maintaining effective relationships with City Staff
- Working under pressure (i.e., handling significant problems and tasks which come up simultaneously and /or unexpectedly and approaching deadlines)

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is performed primarily in a recreation center or related facility. Activities may be performed outdoors, where individuals are exposed to a variety of weather conditions. There is need to stand, stoop, walk and lift heavy objects (over 50 pounds) during the course of the workday.

MINIMUM QUALIFICATIONS:

High school Diploma or GED required unless currently enrolled in an accredited school. Must be at least 18 years of age, and have at least one year experience participating in organized recreational activities or children's recreation programs.