

## Senior Recreation Leader (Year Round Part Time)

*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.*

**DESCRIPTION:** Under direction, the part-time Senior Recreation Leaders are responsible for assisting in the coordination and implementation of Recreation and Community Service activities and/or programs. The part-time Senior Recreation Leader also provides supervision and ensures compliance of department regulations for all City facilities.

### **SUPERVISION RECEIVED AND EXERCISED:**

Senior Recreation Leaders receive supervision from any of the following: Recreation Coordinator, Recreation Supervisor, Recreation Manager, or any of their designees. Senior Recreation Leaders may also provide supervision and ensure compliance of department regulations for all City facilities.

### **EXAMPLE OF DUTIES: Duties may include, but are not limited to:**

- Assists in the inventory of program and custodial supplies
- Performs general maintenance and/or custodial duties including cleaning recreation facilities, maintaining park facilities, and documenting necessary repairs
- Arranges tables and chairs at various recreation facilities for Parks and Recreation activities and/or programs
- Answers a wide variety of questions from the general public regarding City functions and community activities
- Operates standard office equipment such as copy machine, typewriter and multi-line telephones
- Attends regular staff meetings and training conferences
- Ensures that department personnel policies and procedures are followed and notify supervisor if witness to overt acts contrary to the department's policies
- Performs other related duties as assigned
- Assist with the Department Web Page
- Ensure patrons are advised regarding facility or program rules and regulations and notify appropriate personnel when witnessing any overt act that may be contrary to the department's policies
- Assist with planning and supervision of citywide events
- Assist with grants and fund raising programs

### **QUALIFICATIONS:**

#### **Knowledge, Skills, and Abilities:**

- Ability to work with different age levels
- Ability to follow oral and written instructions
- Basic knowledge of Parks and Recreation activities
- Ability to prepare written reports related to facility operations
- Ability to evaluate emergency situations and act decisively and effectively to resolve the situation
- Ability to work cooperatively with the public and employees in an enthusiastic and constructive manner
- Ability to work effectively within a public services organization
- Basic knowledge of public recreation teen programming

- Ability to prepare reports
- Ability to train and supervise part-time employees and volunteers

**Experience and Education / Training Guidelines** *Any combination of experience and education/training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years recent experience working with teens in a day camp or class room setting. Prior experience in dealing effectively with teen programs in a public program setting. Previous work experience in teen counseling, or other teen related programming is also highly desirable.

**Education / Training**

Must be currently enrolled in or graduated from an educational institute working toward a high school diploma or G. E. D. equivalent. Must be at least twenty (20) years of age.

**License or Certificate**

Current Standard First Aid certificate  
Current Community CPR certificate  
Possession of a valid California Driver's License

**CONDITIONS OF EMPLOYMENT**

Part-time employment. Work schedule is generally afternoons and evenings, with weekend work to be scheduled as needed. Normal work week should average twenty-four (24) hours per week. Hours and days subject to change depending on program needs. Specific hours will be arranged at the time of hire.

**LENGTH OF EMPLOYMENT:** This is an hourly, part-time position. Hours: Afternoon and evenings, Monday through Friday and weekends

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employees Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

Printed name of employee: \_\_\_\_\_

Printed name of supervisor: \_\_\_\_\_