

RECREATION LEADER III

\$17.7387 - \$22.6397 Hourly

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.

DEFINITION

There are multiple positions total in this classification located at various City facilities.

This position is responsible for the supervision of all of the clients in their program. The Recreation Leader III must demonstrate leadership skills, be a positive role model, have a genuine interest in working with their clients and have effective communication and interpersonal skills and excellent customer service skills.

The Leader will assist in the coordination of assigned activities with outside agencies, other divisions and with the public; and provide highly responsible and complex staff assistance to their supervisor.

SUPERVISION RECEIVED AND EXERCISED

The Recreation Leader III receives direction from the Parks and Recreation Director and/or their designee(s). Recreation Leader III will supervise the performance of various part-time staff members.

ESSENTIAL FUNCTIONS: *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Duties that apply to all Recreation Leader III positions:

- Answers inquiries, provides information and assists customers at the counter and over the telephone.
- Provides high responsible and complex staff assistance to the Parks and Recreation Director or their designee(s).
- Ensures that customers receive complete information about programs and activities and any applicable policies and regulations.
- Ensures that department personnel policies and procedures are followed.
- Attends regular staff meetings.
- Operates standard office equipment such as copy machine, computer, calculator, typewriter and multi-line telephones.
- Types and proofreads outgoing correspondence for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- Assists in monitoring and supervising the activities of patrons of all ages at the various sites.
- Prepare incident, accident, and monthly reports for various sites.
- Assist with city-wide events.
- Provides marketing support for areas of responsibility that could include production of seasonal Parks and Recreation Department Activity Guide brochure.
- Perform other related duties as assigned.

Duties that apply to Child Care and Teen Center Recreation Leader III positions:

- Ensures that children are in a safe environment at all times (supervises area effectively)

CITY OF HERCULES

- Plans and implements projects with children.
- Anticipates problems among children and prevents harmful situations before they happen or escalate.
- Responsible for calling parents for various reasons (e.g. sick or absent child) throughout the day.
- Communicates childcare information to parents through signs, notes, or in person.
- Supervises, directs and assists Children's Program Leader I, II and Children's Program Aides with classroom activity assignments and cleaning duties (e.g. washing dishes, vacuuming, empty trash, sweep)
- Reviews and evaluates the work of Children's Program Leaders I, II and Children's Program Aides.
- Attends all local/off site field trips. The Summer Day Camp 4th, 5th and 6th grade participants attend 4 to 6 off site field trips per summer.
- May be required to participate (in the water) with children in aquatic activities at the Community/Swim Center (Summer Program only).
- Ensure proper health, welfare, safety and supervision of all children enrolled in assigned programs. Remain on site at the assigned location; monitor the daily work routines of children program staff; resolve various behavioral problems as they arise.
- Could oversee department's facility rentals operation and part-time staff assigned to this function.
- Provides supervisory oversight of part-time staff.
- Could serve as lead staff member for office operations, recreation classes, department marketing functions and daily financial reconciliation.

Duties that apply to the Senior Center Recreation Leader III position:

- Open Senior Center and prepare for daily activities.
- Provide daily sign-in log.
- Make daily deposits of donations.
- Coordinate lunch program (M-F) including setting up tables and chairs.
- Coordinate lunch program with county nutrition volunteers.
- Pick up food donations from local grocery stores.
- Coordinate classes and activities with instructors.
- Light janitorial duties associated with maintaining the facility.
- Prepare check request and shop for program equipment/supplies.
- Plan and direct monthly birthday celebrations.
- Plan, coordinate, and schedule trips.
- Hold monthly program planning meetings.
- Maintain daily records for County CC Café lunch program.

Duties that apply to the Community Center Recreation Leader III position:

- Registers participants for all classes and programs, all facility rentals, and tracks payments on the Rec Trac system.
- Makes needed changes to households in Rec Trac system.
- Collects and processes payments for all recreation programs.
- Provides assistance in scheduling facility rentals, meetings and classes.
- May assist in the preparation of class instructor payments, facility reservation confirmations and other routine office activities.

QUALIFICATIONS

- Ability to prepare adequate lesson plans in advance of the scheduled activity.
- Ability to handle all disciplinary or inappropriate behavior situations and be organized.
- Ability to work cooperatively and communicate with the public and employees in an enthusiastic and constructive manner.
- Ability to respond to children/teens/seniors in an appropriate manner.
- Ability to acknowledge individuals when presented with a problem and respect the concerns that are shared with you.
- Ability to be a positive role model for the staff & children (e.g. appearance, attitude, speech).
- Ability to stay calm during an emergency.
- Ability to enthusiastically lead and interact with large groups of children/teens/seniors on a daily basis with various activities such as organized games, art projects, homework, outdoor play, etc.
- Must read and understand all policies and procedure in the staff handbook.
- Must possess excellent communication and customer service skills.
- Must possess problem solving skills and the ability to demonstrate them at work.
- Must possess flexibility (ability to work with varying personalities, age groups and work schedules.)

EXPERIENCE AND TRAINING REQUIRED: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

Leader III assigned to all sites: Must be a high school graduate or possess G.E.D. equivalent. Must be at least eighteen (18) years of age. Must know and understand the City of Hercules policies and procedures.

Experience:

At least three years experience working in recreation programs. Prior experience in dealing effectively with youth and/or seniors is highly desirable.

Certificates:

Must possess current Child CPR & First Aid Certification or obtain within 30 days of employment.

WORKING CONDITIONS

Applied to all Recreation Leader III positions:

- Ability to sit for long periods of time, stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions.
- Hearing and speaking ability sufficient to carry on a conversation with another individual (or group of individuals) in person and over the telephone.
- Visual ability sufficient to read and produce printed material and information displayed on a computer screen.
- Must be able to assist with all daily chores, including mopping spills, sweeping, vacuuming, carry out the trash, wash dishes and tables as needed.

CITY OF HERCULES

- Must be competent to write, spell and relate accurate information on incident and accident reports, as needed.

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Applied to Childcare and Teen Centers:

- Must be physically capable of total interaction with children through sports, physical education, swimming (optional), aerobics dance and other activities.
- Must interact with children through their daily play by running, jumping, stooping, hopping and other forms of gross motor skill movements.
- Must be able to stand for designated periods of time in the classrooms and on the yard.
- Must be able to bend, pick up chairs, playground equipment and children when they fall.
- Must be able and willing to walk to local parks and community points of interest.
- Must be willing and able to wear proper attire which includes uniform, badge, comfortable shoes (no flip flops or open-toe sandals) at all times.
- Must be competent to write, spell and relate accurate information on behavior, discipline, incident and accident reports, as needed.

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.

Employee Signature

Date

Supervisor Signature

Date

Revised: July 2015 (Resolution 15-049)
Unit: Teamsters Part-Time
Position: Non-Exempt