RECREATION LEADER I

DEFINITION
Under immediate supervision, assists participants in recreational activities and provide support in planning and organizing recreation activities and events.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Assist participants in recreational activities and provide support in planning and organizing recreation activities and events;
- Work with staff to arrange for recreational and educational classes, speakers and field trips; communicates with participants and answers recreational program questions;
- Distributes flyers, promotes and provides information to the public regarding recreational activities;
- Sets up, decorates and cleans up designated areas for activities and events;
- Checks and tracks supplies and materials;
- Attends training sessions, workshops and meetings on planning and organizing events and activities;
- Monitors and assists in the supervision of participant safety and behavior;
- Serve food to participants and maintains cleanliness of recreational facilities;
- Assist with completing, organizing and typing of records of attendance, payments and other related paperwork.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of activity or event planning practices and techniques, facility maintenance and safety guidelines, departmental rules and procedures, record maintenance and of proper Cardio-Pulmonary Resuscitation (CPR) and First Aid procedures;
- Skilled in executing activities and events in the recreation division, following written and oral instructions, and establishing and maintaining positive and productive working relationships
- Ability to perform essential duties with little supervision, effectively communicate verbally and in writing, to speak a second language (Spanish) is highly desired

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, and bending. Incumbents may be exposed to repetitive motion, vision to monitor, infectious diseases and water and airborne pathogens.

QUALIFICATIONS
High school student with a valid work permit from the attending high school and/or possess a high school diploma or GED is required. Must be CPR and First Aid certified; no previous work experience is required. Must demonstrate the ability to read and follow instructions written in English.