RECREATION LEADER II

DEFINITION
Under close supervision, leads participants in recreational activities and assists with supporting, 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
• Leads participants in recreational activities and assists with supporting, planning and organizing recreation activities and events;
• Arranges 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;
• Completes assigned duties from supervisor and informs supervisor of completed events and assignments;
• Notifies supervisor of problems;
• Sets up, decorates and cleans up designated areas for activities and events;
• Checks and tracks supplies and materials; serves meals to youth or adults;
• Attends training sessions, workshops and meetings on planning and organizing events and activities;
• Monitors and assists in the supervision of participant safety and behavior;
• Maintains cleanliness of recreational facilities;
• Completes, organizes and types records of attendance, payments and other related paperwork.

Knowledge, skills and other characteristics
• Knowledgeable of activity or event planning practices and techniques, City policies and procedures related to Recreation activities and programs, facility maintenance and safety guidelines, of record maintenance, and Cardio-Pulmonary Resuscitation (CPR) and First Aid procedures;
• Skilled in organizing and executing activities and events in the recreation division, following written and oral instructions, and in establishing and maintaining productive working relationships
• Ability to perform essential duties with little supervision and to effectively communicate verbally and in writing in English

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, and bending. Must be able to carry up to 50lbs and assist small children in emergencies.

QUALIFICATIONS
A high school diploma or equivalent AND two years pf experience performing recreational activities in a park setting; Must be CPR and First Aid certified.