SENIOR RECREATION LEADER

DEFINITION
Under general supervision, plans, develops, organizes and delivers cultural programs and special events for youth, adults, families and senior citizens.

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 in the recommendation and implementation of goals and objectives; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff in assigned center or program area.
- Evaluate operations and activities in assigned areas; recommend improvements and modifications; prepare various reports on operations and activities; be on site during operation hours and delegate responsibility when present.
- Assist in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures and develop alternative funding sources.
- Participate in the selection, training and supervision of part-time staff, volunteers and others.
- Plan, coordinate and schedule activities for community centers, recreation centers, senior citizen centers, or other program areas; assist in preparing publicity and class information for the quarterly brochure and guide.
- Maintain records and prepare reports related to work assigned and special event programs; review, process and approve staff payroll; maintain records for registrations and fees collected.
- Assist in monitoring program compliance with laws, rules and regulations related to provision of community services; provide information and referrals to the public, school officials and community groups about programs.
- Recommend and implement creative programs based on new development in the recreation field.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of program, event and entertainment planning techniques, vendor recruitment procedures and contract negotiations, quality supervision principles and methods, planning, organizing and implementing cultural activities and event and of departmental and city policies and procedures;
- Skilled in providing and following oral and written instructions, establishing and maintaining effective working relationships, explaining, implementing and enforcing city and departmental policies and procedures;
- Ability to perform essential duties exercising good judgment with little supervision, develop productive teams, effectively communicate verbally and in writing, and to speak a second language is highly desired (Spanish)

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. May be exposed to repetitive motion and vision to monitor.
Proficient in the use of a computers, electronic devices, and software packages to perform essential job duties.

QUALIFICATIONS
A high school diploma or equivalent supplemented by college level coursework in event planning or recreational activities AND three (3) years experience in special event or recreation program planning; OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.