

# GREATER VALLEJO RECREATION DISTRICT

## RECREATION LEADER

Range 01PT

*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**

To maintain a safe and enjoyable recreation program for children ages 5-11; to lead in recreation activities; and to perform a variety of tasks in support of an after school or summer program.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from higher level staff.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

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

#### **Essential Functions:**

1. Implement and supervise various recreational activities, including sports, crafts, games, and field trips.
2. May collect monthly fees; issue receipts; maintain record of enrollment and fees paid.
3. Lead recreational activities; supervise children; enforce safety rules and guidelines.
4. Resolve conflicts among children.
5. Monitor activities within a facility and/or outside; provide information to the public on program activities.
6. Respond to parent, school or community concerns and issues; direct to higher level staff, as necessary.
7. Perform first aid as necessary.

#### **Marginal Functions:**

1. Assist in the general cleaning and upkeep of facilities.
2. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

General recreation principles and practices.

Rules and regulations of age appropriate recreation activities.

Basic art and craft techniques, games, and sports.

#### **Ability to:**

Learn recreation activities, rules and regulations.

Respond to requests and inquires from the general public.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

## **GREATER VALLEJO RECREATION DISTRICT**

### **RECREATION LEADER**

Communicate clearly and concisely, both orally and in writing.  
Work effectively under the supervision of the Senior Recreation Leader.  
Attend meetings and trainings related to work.

#### **Experience and Training Guidelines:**

*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:*

##### **Experience:**

Some experience with youth recreation programs or childcare settings is desirable.

##### **Training:**

None required.

#### **License or Certificate:**

C.P.R. and First Aid Certification or the ability to obtain within six months of hire date.  
Must pass the para-educator test within three (3) months of hire date.

#### **Minimum age:**

Must be at least 16 years of age to apply. For Recreation Leaders working in the ENCORE programs, must be at least 18 years of age.