GREATER VALLEJO RECREATION DISTRICT

SENIOR RECREATION LEADER

Range 08PT

Approved 9/11/2003; Revised 7/2008

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

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher level staff.
Exercises supervision over lower 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. Lead and oversee the staff and volunteers responsible for supervising children in the recreation program.
2. Implement and lead various recreational activities, including crafts, games, sports, and field trips; prepare a weekly schedule for assigned site.
3. Collect monthly fees, issue receipts, maintain record of enrollment and fees paid; follow up on collections when necessary.
4. Update registration forms of children enrolled in program and take attendance daily.
5. Lead recreational activities; supervise children and enforce safety rules and guidelines.
6. Resolve conflicts among children.
7. Monitor activities within a facility and/or outside; provide information to the public on program activities.
8. Respond to parent, school or community concerns and issues using appropriate communication skills; direct to higher level staff as necessary.
9. Perform first aid as necessary.
10. Update inventory of equipment and supplies at program as well as purchase with program funds.

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.
Procedures of record keeping
Basic mathematical principles.
English usage, spelling, grammar and punctuation.
Ability to:
Oversee the work of Recreation Leaders and volunteers.
Maintain accurate records.
Work independently in the absence of supervision.
Present self as a positive role model and interact appropriately with young children
Respond to requests and inquiries 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.
Communicate clearly and concisely both orally and in writing.
Work effectively under the supervision of the Recreation Coordinator.
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:
Two years of increasingly responsible experience in a child care or youth recreation setting.

Training:
Equivalent to completion of the twelfth grade and some college.

License or Certificate
Possession of a valid California Driver License.
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 18 years old to apply