



## CITY OF LEMON GROVE

Class Title: Recreation Leader I  
Department: Recreation Services

### **GENERAL PURPOSE**

Performs a variety of general tasks in specific recreation programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Works under the supervision of the Recreation Leader II, Recreation Supervisor and/or another designated supervisor appointed by the Assistant Director of Recreation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Routine Duties**

- Assist with presentation of youth and adult recreation programs, special events, and other social and recreational programs;
- Provide leadership in athletic and social programs;
- Maintain discipline in all play areas;
- Ensure necessary precautions are taken to ensure safety of recreation participants and spectators;
- Perform required office duties, and other duties as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

Current work permit required if applicable.

#### **Necessary Knowledge, Skills and Abilities**

- Working knowledge of equipment, materials and supplies used for recreation programs.
- Working knowledge of objectives and methods of recreation programs.
- Working knowledge of applicable safety precautions.
- Working knowledge of methods used to enlist the support, interest and participation of youth and adults.
- Ability to work independently; complete daily activities according to work schedule.
- Ability to lift heavy objects, walk and stand for long periods of time.
- Ability to perform strenuous physical labor under adverse field conditions.
- Ability to communicate orally and in writing.
- Ability to use equipment properly and safely.
- Ability to understand and carry out written and oral instructions.
- Ability to establish and maintain effective working relationships with others.
- Ability to work with diverse cultural and socioeconomic groups.
- Possess a valid state driver's license, or ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

- Athletic and game room equipment, arts and crafts supplies;
- Operate basic office equipment;
- Janitorial equipment including vacuums, mops, brooms and dusting equipment; and
- Office phone and/or mobile phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regularly required to reach with hands and arms, use hands to fingers, handle, feel or operate objects.
- Significant walking, standing, and sitting for prolonged periods.
- Moderate to heavy lifting may be required.
- Vision abilities require close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in inclement weather conditions.
- Travel from site to site.
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.
- Noise level in the work environment is usually loud.

## **GUIDELINES**

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The list may not include all required duties, nor does everyone in this class necessarily perform all listed tasks.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Approved by City Council June 4, 2013**