



CITY OF LEMON GROVE

Class Title: Recreation Leader II
Department: Recreation Services

GENERAL PURPOSE

Performs a variety of specific tasks in professional recreation work involved in conducting a wide variety of City sponsored recreational activities.

SUPERVISION RECEIVED AND EXERCISED

Works under the supervision of the Recreation Services Manager, and/or another designated supervisor appointed by the Community Services Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Routine Duties

- Provide supervision of recreation leaders and aides.
- Supervise, lead or assist with planning and presentation of youth and adult recreation programs, special events and other social and recreational programs.
- Provide leadership in athletic and social programs;
- Assist with recruitment and hiring of staff;
- Assist with training and evaluation of staff;
- Assist with necessary discipline procedures;
- Maintain discipline in all play areas;
- Ensure necessary precautions are taken to ensure the safety of recreation participants and spectators;
- Day, evening, night, holiday, and weekend work may be required;
- Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Minimum of 18 years of age is required, graduation from high school with two (2) years experience in the Recreation field required.

Licenses or Certification

Possession of, or ability to obtain, an appropriate, valid California driver's license.

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 supervise recreation leaders and aides.
- Ability to work independently; complete daily activities according to work schedule.
- Ability to lift moderate to heavy objects, walk, stand, or sit for long periods of time.

- Ability to perform physical labor.
- 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.

TOOLS AND EQUIPMENT USED

- Athletic and game room equipment, arts and crafts supplies;
- Operate basic office equipment, including computer 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.
- 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 March 4, 2008