

CITY OF BRISBANE

SENIOR RECREATION LEADER

Definition

Under the direct supervision of the Recreation Supervisor and/or the Recreation Program Coordinator, assists in the planning, organizing, coordinating, implementing, and supervising of a variety of recreation programs and activities of various age groups; and maintains a safe and enjoyable environment for recreation program participants.

Class Characteristics

The Senior Recreation Leader is an experienced level position. This classification is distinguished from those of Recreation Leader by the greater complexity of the assignments received and/or by additional program responsibilities. Not every position will perform each duty indicated below.

Examples of Duties (Illustrative Only)

- Assumes a lead role in planning programs, organizing staff, coordinating the use of facilities, and supervising program operations.
- Oversees, monitors and supervises a variety of recreation programs and activities, which may include, but are not limited to: arts and crafts, organized games, team games, sports, senior programs, teen activities, and special events.
- Directs recreation program participants and implements disciplinary measures, as appropriate, to insure that proper safety practices and guidelines are observed by program participants in assigned program activities.
- Oversees the use of equipment and materials, which includes the appropriate care and maintenance of equipment.
- Provides encouragement, feedback and advice to program participants.
- Provides information to the public; communicates and interacts with parents, school staff or other persons relating to programs and activities; responds to parental or participant concerns or issues, as necessary.
- Assists in the preparation of lesson plans or coaching strategies, as appropriate, to help promote and implement recreation programs and activities more effectively.
- Reports to supervisors orally and in writing regarding recreation programs and activities, groups or individuals; makes recommendations for recreation programs and activities and solutions for parental or participant concerns or issues.
- Follows departmental and citywide rules and regulations as they relate to the supervision of recreation participants and general work procedures.
- May assist in the set up and take down of tables, chairs and other recreation-related equipment, as needed.
- Participates in staff meetings, training sessions; makes recommendations on recreation program activities; and provides supervision of other part time or volunteer program staff.

Qualifications

Knowledge of:

- General recreation principles, practices and leadership techniques.
- Rules, regulations and standard safety practices for age appropriate recreation activities.
- A variety of recreation programs and activities and how to deliver these services.
- Recreation equipment and supplies and their proper use and maintenance.

- Departmental philosophy and program expectations.
- Computer systems and related programs.

Skill in:

- Creating and maintaining safe and enjoyable recreation programs, activities, and facilities.
- Planning, organizing, coordinating, and implementing a variety of recreation programs and activities for various age groups.
- Leading, teaching and demonstrating a variety of recreation activities.
- Implementing recreation program or activity objectives and maintaining a safe environment through the consistent application of safety precautions and guidelines.
- Organizing other part time staff in the planning and carrying out of recreation activities.
- Communicating clearly and concisely, both orally and in writing and effectively responding to requests and inquiries from the public.
- Presenting a positive role model and interacting effectively with program participants and the public.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Understanding and following oral and written instructions.
- Operating a personal computer and its associated programs.

Education and Experience

Equivalent to graduation from high school or GED supplemented with the completion of a minimum of six semester units of college-level course work with an emphasis in education, recreation, physical education or a related field and the equivalent of one year of full time work (2,080 hours) involving increasingly responsible experience in a youth recreation setting. Previous paid experience working in a recreation program setting may be substituted for the six units of college-level course work. An Associate's Degree in education, recreation, physical education or a related field is desirable.

License

Possession of a California driver's license and have a satisfactory driving record. Must possess or obtain prior to the completion of the six months of employment First Aid and Infant and Child Cardiopulmonary Resuscitation (CPR) certificates.

Physical Demands

The essential duties require the following physical skills and work environment: ability to sit, stand, walk, run kneel, crouch, stoop, squat, twist, climb, and lift 25 pounds; work in an indoor and outdoor environment, with exposure to noise and confining workspaces; travel to different sites and locations; must be able to work flexible hours, including evenings and weekends.

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Resolution: 2004-06

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Resolution:

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