

CONEJO RECREATION & PARK DISTRICT

Job Title: Recreation Leader

Division: Recreation & Community Services

Summary:

Under supervision, conduct and participate in recreational program activities according to established programs, schedules, and standards, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Develops, conducts and participates in various athletic, craft, social, cultural and instructional activities of a community center or District program.
- Modifies and adapts activities specific to specialized programs or populations.
- Develops interest, enthusiasm, and fair play among participants.
- Teaches classes and leads group activities.
- Directs and supervises the use and care of equipment, materials, and facilities.
- Prepares facilities for group activities.
- Issues and collects recreation equipment and supplies.
- Supervises dances, special events, field trips and other group activities.
- Ensures safety of environment and equipment for participants.

Other Duties and Responsibilities:

- Referees and umpires organized games and sports activities as Unit requires.
- Coordinates and participates in recreational program promotional activities and presentations to groups.
- Applies behavior modification and social modeling techniques as appropriate in specialized programs.
- May assist with transportation in specialized programs.
- Perform other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

Completion of 30 units is desirable with five hundred (500) to one thousand (1000) hours of group recreational activity leadership experience or an equivalent combination of education and experience which has provided knowledge of principles and practices of public recreation and basic rules and regulations governing competitive group athletic games.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports. Ability to effectively communicate to the general public in written and oral form, including teaching.

Math Ability:

Ability to add, subtract, multiple, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compile statistical information and track scores.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses:

California Driver's License; First Aid and CPR certificates within 6 months. Therapeutics program requires a Class B license. All positions working with children under 18 require fingerprint clearance.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock. Exposure to hazardous environmental conditions may vary according to Unit assignment. The noise level in the environment is moderate to loud.

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. *

While performing the duties of this job the employee frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is regularly required to lift up to 25 pounds; frequently required to lift up to 50 pounds, and occasionally required to lift up to 100 pounds. Physical requirements may vary according to Unit assignment.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Rec Leader
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Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.