

**NCRPD**

**FLSA:**

**EEO:**

## **RECREATION LEADER I**

### **DEFINITION**

Under general supervision, assist Recreation Leader II to plan, organize, and direct recreational programs and activities; provide safe and enriched programs/activities for participants; work closely with Recreation Leader, Program Director and public.

### **ESSENTIAL DUTIES**

- Assist in the development of a wide range of recreational programs and activities to interest youths.
- Provide leadership of activities.
- Supervise participants during scheduled activity or program.
- Introduce new games, crafts, nature, and dramatic activities to participants.
- Assist in the preparation of a weekly activity schedule to be submitted for approval by Program Director.
- Check out recreation equipment to rec. members and program participants.
- Keep inventory of equipment.
- Maintain equipment and report damage or loss of equipment to supervisor.
- Inspect equipment regularly and report any damage or hazardous conditions to District immediately.
- Motivate youths participating in activities.
- Mentor at-risk-youths.
- Enforce Center rules and Codes of Conduct.
- Perform necessary first aid for participants who are injured.
- Set up before program/activity and clean up after program/activity.
- Complete any necessary reports, i.e. accident, injury or incident.
- Provide customer service.
- Perform other duties as assigned.
- Assist Recreation Leader as needed.

### **KNOWLEDGE OF:**

- Parks and recreation policies and programs
- District's Codes of conduct.
- Basic sports rules and skills.
- Basic child development principles.
- First aid.
- Problem solving techniques.
- Disciplinary action procedures.

## **ABILITY TO:**

- Plan, organize, and direct recreational programs and activities.
- Courteously supervise school age children and teens.
- Handle conflict in a professional and courteous manner.
- Perform first aid.
- Maintain equipment.
- Communicate well with children and adults.
- Motivate participants
- Prepare reports
- Work in a noisy environment.
- Make sound decisions in disciplinary matters
- Be fair and impartial
- Prepare flyers and schedules
- Be flexible
- Use a computer to generate flyers

## **Physical Requirements**

- Work indoors and outdoors
- Assist children in water sports i.e., swimming, wading.
- Use hands to create and demonstrate craft projects and sports skills.
- Hearing and vision within normal ranges to supervise and communicate with youth
- Work in an environment with long periods of loud noise, children yelling and playing games.
- Lift and carry 10 - 20 pounds.
- Job involves alternately sitting, standing, running, hiking, swimming, climbing, pushing and pulling.
- Must be at least 16 years of age.

## **Training and Experience**

Any combination of education and experience which would demonstrate the knowledge and abilities stated above is qualifying. A typical way to obtain the knowledge and abilities would be:

Completion of courses in early child development and recreation and/or one to two years experience in child supervision. Experience in activity planning and organizing, and six months experience working with public.

## **Special Requirements**

- Possession of /or ability to acquire California Driver's license
- Possession of /or ability to acquire First Aid and CPR certification
- English/Spanish bilingual preferred