



## **CLASSIFICATION DESCRIPTION**

**TITLE: RECREATION LEADER I**

**JOB CODE: 2 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under direction of the Recreation Supervisor, the purpose of the position is to organize, supervise and lead student recreation activities and/or athletics programs. Employees in this classification perform at entry staff level and are responsible for providing a safe recreational environment for the assigned community programs, youth activities and/or special events provided by the City. Employee works with independence and initiative within established policies and procedures. Performs other duties as dictated by the nature of the program.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Adheres to operational guidelines and procedures for the overall and day-to-day operation of the recreation programs/facilities; ensures operations comply with established policies, procedures and applicable regulatory standards.
- Supervises assigned programs and ensures the safety and cleanliness of recreational equipment and teaching materials are maintained; organizes and supervises various arts and crafts projects.
- Responsible for daily attendance of assigned group
- Plans, organizes, and supervises various student activities and special projects; assists in the planning and development of programs.
- May perform field preparation duties for programs such as baseball, softball, volleyball, arts and crafts, leisure activities and special events.
- Supervises and interacts with children on the playground, at recreational facilities, at aquatic venues, and during scheduled field trips.
- Performs light custodial duties, i.e., maintains recreation equipment, maintains cleanliness of facilities, performs set up and break down duties for activities and special events.

- Ensures facility is prepared for scheduled activity and is free from safety issues. In a timely manner, reports any repair or maintenance issues to the appropriate management, e.g. leaks, damaged equipment or facilities, dangerous hazards.
- Operates various program equipment and machinery, e.g., karaoke machine, DVD player, screen projector, audio equipment and microphones.
- Assists with various special events and projects.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED required; supplemented by one (1) year previous experience in child care, a day camp, youth recreation or summer camp program, or an equivalent recreational or educational environment, preferred; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain Cardiopulmonary Resuscitation (CPR), First Aid, & AED certifications.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to plan, coordinate and deliver instructional training in a recreational setting.
- Knowledge of current principles and practices of child safety and instruction work.
- Skill in safe First Aid and CPR methods, procedures and practices.
- Ability to positively interact with children.
- Ability to reinforce positive behavior and discipline for inappropriate behavior, based upon established program guidelines.
- Ability to communicate verbally and in writing with supervisor, staff, children and/or parent/guardian.
- Ability to understand and follow written and oral instructions.
- Ability to deal diplomatically with individuals as well as react quickly and calmly in emergency situations.
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Ability to professionally complete various forms and reports.

- Ability to operate basic office equipment.
- Ability to operate various program equipment and machinery, e.g., karaoke machine, DVD player, screen projector, audio equipment and microphones.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors, other departments and the community.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position there is potential for exposure to fumes or airborne particles, toxic or caustic substances, outside weather conditions, excessive noise, and dampness/humidity.
- While performing the essential functions of this position there is a great deal of work in the outdoors for extended periods of time which includes exposure to fluctuations in temperature and weather conditions.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



## **CLASSIFICATION DESCRIPTION**

**TITLE: RECREATION LEADER II**

**JOB CODE: 4 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under direction of the Recreation Supervisor, the purpose of the position is to organize, supervise and lead student recreation activities and/or athletics programs. Employees in this classification perform at entry staff level and are responsible for providing a safe recreational environment for the assigned community programs, youth activities and/or special events provided by the City. Employee works with independence and initiative within established policies and procedures. Performs other duties as dictated by the nature of the program.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Adheres to operational guidelines and procedures for the overall and day-to-day operation of the recreation programs/facilities; ensures operations comply with established policies, procedures and applicable regulatory standards.
- Supervises assigned programs and ensures the safety and cleanliness of recreational equipment and teaching materials are maintained; organizes and supervises various arts and crafts projects.
- Responsible for daily attendance of assigned group
- Plans, organizes, and supervises various student activities and special projects; assists in the planning and development of programs.
- May perform field preparation duties for programs such as baseball, softball, volleyball, arts and crafts, leisure activities and special events.
- Supervises and interacts with children on the playground, at recreational facilities, at aquatic venues, and during scheduled field trips.
- Performs light custodial duties, i.e., maintains recreation equipment, maintains cleanliness of facilities, performs set up and break down duties for activities and special events.

- Ensures facility is prepared for scheduled activity and is free from safety issues. In a timely manner, reports any repair or maintenance issues to the appropriate management, e.g. leaks, damaged equipment or facilities, dangerous hazards.
- Operates various program equipment and machinery, e.g., karaoke machine, DVD player, screen projector, audio equipment and microphones.
- Assists with various special events and projects.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED required; supplemented by two (2) years previous experience in child care, a day camp, youth recreation or summer camp program, or an equivalent recreational or educational environment, preferred; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain Cardiopulmonary Resuscitation (CPR), First Aid, & AED certifications.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to plan, coordinate and deliver instructional training in a recreational setting.
- Knowledge of current principles and practices of child safety and instruction work.
- Skill in safe First Aid and CPR methods, procedures and practices.
- Ability to positively interact with children.
- Ability to reinforce positive behavior and discipline for inappropriate behavior, based upon established program guidelines.
- Ability to communicate verbally and in writing with supervisor, staff, children and/or parent/guardian.
- Ability to understand and follow written and oral instructions.
- Ability to deal diplomatically with individuals as well as react quickly and calmly in emergency situations.
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Ability to professionally complete various forms and reports.

- Ability to operate basic office equipment.
- Ability to operate various program equipment and machinery, e.g., karaoke machine, DVD player, screen projector, audio equipment and microphones.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors, other departments and the community.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position there is potential for exposure to fumes or airborne particles, toxic or caustic substances, outside weather conditions, excessive noise, and dampness/humidity.
- While performing the essential functions of this position there is a great deal of work in the outdoors for extended periods of time which includes exposure to fluctuations in temperature and weather conditions.

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