



## **CLASSIFICATION DESCRIPTION**

**TITLE: RECREATION LEADER II (Seasonal Positions)      JOB CODE: 5 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general direction, 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. Position is distinguished from that of the Recreation Leader I, by the level of independence the employee functions in, and the knowledge acquired through training or work experience. 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.

Confirms child attendance in after school programs; releases children to parents from programs, e.g., after school, summer, spring, and winter programs.

Plans, organizes, and supervises various student activities and special projects; assists in the planning and development of programs.

Facilitate participant participation in programs and events.

Coordinates and reviews tasks of Recreation Leader I; assists with various special events and projects.

May perform field preparation duties in programs such as baseball, softball, volleyball, arts and crafts, leisure activities and special events.

Performs light custodial duties, e.g., maintains recreation equipment, maintains cleanliness of

facilities, performs set up and break down duties for activities and special events.

Supervises children on playground, recreational facilities and in classroom/study activities.

Reports any repair or maintenance issues to the appropriate management, e.g. leaks, damaged equipment or facilities, dangerous hazards.

Contacts public/parents with program information and updates; drafts various reports and correspondence.

Operates various program equipment and machinery, e.g., karaoke machine, DVD player, screen projector, audio equipment and microphones.

Performs related duties as directed.

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

- Knowledge of the City of Palm Coast general Parks and Recreation ordinances, rules, regulations, policies, procedures and practices. Ability to effectively communicate, both orally and in writing, and interact with supervisors, members of the general public and all other individuals or groups involved in the activities of the department. Ability to use independent judgement and work with little direct supervision when necessary. Ability to comprehend, interpret, and apply rules, regulations, policies, procedures and related information.
- Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field condition; ability to understand, follow, and transmit written oral instructions; ability to establish effective working relationships with co-workers, supervisor and the public.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED; supplemented by one (1) years' experience as a Recreation Leader within a similar recreational or educational environment; or an equivalent combination of education, training, and experience.

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

Must possess and maintain Cardiopulmonary Resuscitation (CPR), First Aid, & AED Certifications  
Must possess and maintain a valid Florida Driver's License (if full-time employee)

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

- Ability to plan, coordinate and deliver instructional training in recreation programs.
- Ability to effectively coordinate and lead a staff comprised of entry level employees engaged in carrying out departmental functions.
- 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 understand and follow written and oral instructions.

- Ability to clearly communicate information both verbally and in writing.
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with individuals; ability to 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 operate basic office equipment.
- Ability to access, operate and maintain various software applications.
- 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 and the general public.

### **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.

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.

### **Program Assignments:**

#### **Recreation Leader II: Youth Programs (Toddler/Teen/Camp Leader)**

Work involves planning, organization, implementation and evaluation of leisure service programs involving youth/teens. There is latitude for independent judgment in creating programs and following established policies and procedures

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, implements and evaluates multiple leisure programs for children programs.
- Develops special events by assessing needs, planning and organizing activities, supervising the event and conducting an event evaluation.

- Responsibilities include coordination of youth program, assist with summer camp, and/or coordinating schools-out days and holiday camps.
- Directs staff in program development and direct care of children.
- Oversees lesson plans produced by each staff member and ensures that they are both completed and implemented.
- Schedules field trips, guest speakers and special programs for parents.
- Creates group rosters, maintains sign-in and sign-out sheets and completes attendance roster.
- Maintains daily staff rosters that reflect coverage and required credentials on site.
- Collects payments and ensures that program fees are paid by those registered, on payment plan, on scholarship or in a special funding source.

### **Recreation Leader II: Special Programs**

- Ability to plan, coordinate and deliver instructional training in recreation programs.
- Ability to effectively coordinate and lead a staff comprised of entry level employees engaged in carrying out departmental functions.
- 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 understand and follow written and oral instructions.
- Ability to clearly communicate information both verbally and in writing.
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with individuals; ability to 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 operate basic office equipment.
- Ability to access, operate and maintain various software applications.
- 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 and the general public.

### **Recreation Leader II: Athletics**

- This position requires a large amount of public contact and policy implementation and enforcement with users and user groups. This public contact may include the inspection of facility use permits and the dissemination of information related to all aspects of City parks.
- Performs manual labor functions as directed by the Recreation Supervisor of Athletics & facilities.
- Help in Supervision of Athletic Events and Facility rentals.
- Communicates routine park ordinances, rules, regulations, policies and practices to the general public.
- Enforces routine park ordinances, rules, regulations, policies and practices including, but not limited to the viewing and verifying of park/picnic rental permits. Performs general security of parks and recreation facilities and grounds.
- Receives and/or prepares various reports, work orders and other documents as required. Responds to routine requests for information from supervisors, the general public or other individuals.
- Performs other related tasks as required.

### **Recreation Leader II: Tennis**

Under general supervision, the purpose of the position is to perform clay court maintenance, general maintenance, grounds keeping and custodial work at the tennis center. Performs related work as directed.

#### **Specific Duties and Responsibilities**

- Maintain (10) clay tennis courts by keeping them in top playing condition
- Maintains surrounding areas of tennis facility including but not limited to: seating areas, fencing, windscreens and trashcans
- Maintains all machinery used to groom and repair courts, along with all other machinery and tools used to keep the facility in top condition
- Performs related duties as directed.

### **Recreation Leader II: Marketing**

Assists Recreation Supervisor of Marketing with communications and marketing goals and objectives.

- Creates and/or edits a wide variety of written materials to ensure the timely release of public information, e.g., newsletters, press releases, reports, brochures, web content, social media content.
- Designs marketing materials to promote the Department and strengthen its brand, e.g., flyers, posters, social media graphics, post cards, handouts.
- Inputs marketing data and tracks marketing strategies using report, spreadsheet and/or presentation formats.
- Assists with a variety of community relations programs and events as needed.
- Takes pictures/videos of programs and events to promote the Department.
- Ensures all communications are consistent with the City of Palm Coast brand.
- Performs related duties as directed.
- Other duties as assigned.

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

- Ability to understand and follow written and oral instructions.
- Ability to clearly communicate information both verbally and in writing.
- Considerable knowledge of modern recreation principles, practices, equipment and facilities.
- Considerable knowledge of the objective and philosophy of municipal recreation programs and activities.
- Considerable knowledge and experience with personal computers, including using Microsoft Office programs (Word, Excel, PowerPoint and Outlook).
- Knowledge of the Associated Press Stylebook guidelines.
- Ability to operate a camera and/or video equipment.

- General knowledge of graphic design using Adobe InDesign, Illustrator and Photoshop.
- General knowledge of website and social media updates.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.
- Availability to work flexible hours, including weekends and evenings as required.

