



## **CLASSIFICATION DESCRIPTION**

**TITLE: RECREATION LEADER I**

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

## **GENERAL DESCRIPTION OF DUTIES**

Under 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. 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.
- 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.
- May perform field preparation duties in programs such as baseball, softball, volleyball, arts and crafts, leisure activities and special events.
- Supervises children on playground, recreational facilities and in classroom/study activities.
- 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.
- 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.
- Assists with various special events and projects.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED preferred; supplemented one (1) year previous childcare experience 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 Florida Identification Card.

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

- Ability to plan, coordinate and deliver instructional training in recreation programs.
- 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.