



City of Laguna Niguel Job Description

RECREATION LEADER PT

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Perform a variety of duties related to recreation programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Recreation Supervisor.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Plan and implement arts and crafts, cooking/baking, games, hikes, stories, songs, sports activities, and other camp-related activities.
- ◆ Assist with planning and conducting special events, general programs, and facility rentals; set-up and take-down tables, chairs, canopies, etc.
- ◆ Help with general office duties, including answering the telephone and registering patrons.
- ◆ Monitor facility use; open, close, and secure building for events.
- ◆ Implement City policies and procedures.
- ◆ Keep accurate and detailed records.
- ◆ Ensure safety of staff and participants.
- ◆ General cleaning as needed.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Recreational, cultural, and social activities for children, adults, and/or seniors.
- ◆ Arts and crafts activities.
- ◆ A variety of indoor/outdoor games and activities.
- ◆ General sports activities.

Ability to:

- ◆ Plan fun and creative activities for children, adults, and/or seniors.
- ◆ Establish and maintain cooperative working relationships.
- ◆ Prepare for programs by doing research and/or by using existing skills.
- ◆ Alter planned activities when unforeseen circumstances occur (i.e. inclement weather).
- ◆ Understand and carry out oral and written instructions.
- ◆ Communicate clearly and concisely, both orally and in writing.

- ◆ Communicate with the public in a professional and courteous manner.
- ◆ Learn to use computer.
- ◆ Work a varied schedule of hours, which may include nights, early mornings, weekends, and holidays.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

One year's experience in recreation programs, classrooms, daycare, or a similar setting.

Equivalent to completion of twelfth grade. Some college-level coursework in recreation, education, child development, or related field is desirable.

Licenses:

Possession of, or ability to obtain, valid First Aid and CPR certificates within 15 days of employment.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office and moderate when in the field.