



## RECREATION LEADER

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under direct supervision, this position assists in conducting Recreation Division program activities. Examples of assignments include: Chino Hills Community Center, City Hall Recreation Office, Active Adults 50+ programs, sports, park operations, Tiny Tots, Mobile Recreation, special events and day camps. Job duties will vary based on program assignment.

### **Classification Characteristics:**

This is a part-time, at-will, seasonal position that receives direct supervision from a Community Services Coordinator. This position may also receive direction and functional supervision from a Recreation Specialist or Senior Recreation Leader.

### **Essential Functions:**

- Provide customer service to the public; assist in planning activities and events; prepare facilities for group and recreation activities; assist in facility maintenance and room set up; prepare and maintain facility activity records.
- Supervise and monitor facility rentals to ensure applicants comply with City policies and procedures.
- Process registrations for classes, special events and facilities; accept payments and issue receipts.
- Lead and supervise group activities and programs such as indoor/outdoor games, sports, arts and crafts, special events and other related activities.
- Chaperone youth participants on day excursions.
- Deal firmly and tactfully with participants; exercise tact and judgment when resolving problems.
- Maintain and prepare sports fields.
- Maintain accurate records of program activities.
- Maintain a safe program environment for participants.
- Assist in the opening and closing of City facilities; ensure facilities are secure upon closing.
- Respond to the public; answer inquiries and give information pertaining to programs that are offered.
- Interact with co-workers at all levels of the City and the public in a collaborative and customer service-oriented manner.

### **Qualifications:**

#### Knowledge of:

- Objectives, methods and techniques of recreation and leisure activities for youth and adults.
- City policies and procedures.
- Applicable safety precautions and procedures.
- Customer service techniques.

- Cash handling methods.
- Supervisory techniques.

Ability to:

- Work a varied schedule that may include days, evenings, weekends and holidays.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Follow proper safety rules and procedures.
- Understand and follow written and oral instructions.
- Communicate clearly and concisely, both orally and in writing.
- Respond to inquiries and requests in a courteous manner.
- Manage stressful situations with tact and diplomacy.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

**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:*

Experience:

One year paid or volunteer experience working in a recreation setting.

Training:

Equivalent to the completion of the ninth grade.

License or Certificate:

- Some positions require possession of a California Class C Driver's License.
- Possession of an American Red Cross First Aid Certificate for Infants/Adults.
- Possession of an American Red Cross CPR Certificate for Infants/Adults.
- Ability to obtain a work permit if under age 18 and still attending High School.

**Working Conditions:**

Work in an indoor environment with prolonged sitting and in an outdoor environment including prolonged standing, walking, kneeling, crouching, squatting, stooping and bending; work on slippery and uneven surfaces; ability to lift and carry up to 25 pounds; exposure to the sun; have mobility, acute vision, acute hearing and dexterity levels appropriate to the duties performed.