

# CONEJO RECREATION & PARK DISTRICT

DRAFT

**Job Title: Senior Recreation Leader**

**Division:** Recreation & Community Services

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## **Summary:**

Under general supervision, coordinates, conducts and participates in the delivery of recreational program activities and executes day-to-day operations in assigned units according to established programs, schedules and standards; and performs other duties as assigned.

## **Essential Duties & Responsibilities:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Researches class ideas and structure and forecasts participation; organizes and implements various athletic, craft, social, cultural, instructional and community service programs.
- Instructs recreation classes to various age groups; modifies and adapts activities specific to specialized programs or populations; facilitates programming at onsite and offsite locations; provides pre- and post-event assistance.
- Develops interest, enthusiasm and fair play among participants; addresses challenging behaviors and follows proper channels to document contacts and results; recruits assistance and guidance from immediate supervisor when escalation is needed; reports all compliance issues per District standards.
- Establishes schedules; responds to general inquiries; assists with program registration; initiates payment and refund procedures.
- Oversees and supervises the use and care of equipment, supplies, materials and facilities; assists in initiating equipment procurement and maintenance; manages forms related to facilities and equipment use.
- Supervises special events, field trips and other group activities; ensures safety of environment and equipment for participants.
- May be assigned to camp programs.

## **Other Duties & Responsibilities:**

- May be required to drive a District or personal vehicle.
- Applies behavior modification and appropriate social modeling techniques.
- May attend community events to promote recreational programs and events.
- May assist with transportation in specialized programs.
- Participates during disasters or when emergency response is needed.
- Performs other related duties as assigned.

## **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

### **Education and Experience:**

A typical way to obtain the knowledge and abilities would be: graduation from high school or GED program, and at least 1,500 hours of relevant work experience, with at least 30 units completed in recreation or a related field preferred; or an equivalent combination of education and experience. Candidates must be at least 18 years old.

### **Language Ability:**

Ability to communicate effectively in English in both written and oral form. Ability to write routine correspondence using correct spelling and grammar.

### **Math Ability:**

Ability to add, subtract, multiply and divide whole numbers, fractions and decimals.

### **Reasoning Ability:**

Ability to use common sense and exercise good judgement in solving problems. Ability to establish effective relationships with fellow employees, volunteers, participants and parents/guardians.

### **Certificates and Licenses:**

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- Valid California driver's license with a good driving record and current automobile insurance. For Therapeutics unit: ability to obtain a commercial driver license within one year of employment (for a 15-passenger van).
- Department of Justice fingerprint clearance.
- Proof of a negative TB skin test.

## **Supervisory Responsibilities:**

This position has no supervisory responsibilities. This position may direct the activities of contract workers and volunteer staff.

## **Work Environment:**

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

While performing the duties of this job, the employee works in a community center or office environment subject to frequent public contact and interruption and to intermittent exposure to

individuals acting in a disagreeable fashion. The noise level is usually moderate. The employee frequently works in the field in outdoor weather conditions, subject to extreme heat or cold and where the noise level may be loud. Exposure to hazardous conditions in the environment will vary depending on unit assigned.

### **Physical Demands:**

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand or walk; use hands or fingers to touch, handle or feel; use hands and arms to reach; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. Vision requirements include close, distance, color and peripheral vision; depth perception; the ability to adjust focus; and the ability to see well in poor lighting or at night. The employee is regularly required to lift up to 25 pounds and occasionally up to 50 pounds. Physical demands may vary according to unit assignment.

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*Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.*