



JOB ANNOUNCEMENT RECREATION LEADER

JOB DETAILS

Division: Recreation
Compensation: \$14.00/Hour
Job Status: Part-time, 20-25 Hours/Week

JOB SUMMARY

Apply to: <https://sunriseparks.workbrightats.com/jobs/>

FILLING DATE: **Open Until Filled**

DEFINITION:

Under general supervision, the promotion and implementation of assigned recreation programs and services such as: adult and youth sports programs, special events; opens, maintains and closes and secures assigned facilities and monitors use during scheduled events; inspects facilities and sports and recreation equipment to identify and recommend repairs and/or maintenance required and supplies needed; distributes public service announcements, flyers and other marketing materials to promote designated recreation programs; provides scorekeeping for adult and youth sporting events; promotes and ensures safety procedures are followed by participants, staff and spectators; responds to requests for information pertinent to District recreation programs and services and refers customer issues and complaints to appropriate District staff for resolution; completes all required records and reports required by policy and/or regulation; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from Recreation Coordinator classification by the performance of routine work of limited complexity with limited latitude for independent judgement and action. This class would assist with the promotion and implementation of assigned recreation programs and activities and perform routine customer service duties that require good organization, effective communication and problem solving skills. Since this class is typically used as a training class, employees will work under general supervision while learning job tasks.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

1. Assists with the implementation of recreation activities, sports programs, athletic contests, sporting events, games, classes, youth enrichment programs, wellness classes, special programs; assures activities are in compliance with all the laws, policies, regulations and goals.
2. Assures that staff maintains safe, playable, and aesthetically pleasing recreation venues and events, and adhere to policies and procedures for efficient and safe operations.
3. Assists with programs, facility and program guests, and enforces rules and safety standards; monitors program activities, and assists participants in recreation activities and special programs.

4. Assists in preparing program event and facility marketing material including news releases, flyers, schedules and performs variety of general and routine administrative tasks in support of recreation programs.
5. Operates office equipment to perform tasks including those involving the use of computers and supporting software applications.
6. Provide on-site supervision; determine appropriateness of activities for youth and adults; controls, maintains and issues an assortment of athletic equipment; communicates and enforces rules, safety and good sportsmanship.
7. Promotes good relationships with neighborhood and community groups and other agencies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of: The rules, regulations, policies, and operating procedures of the District; rules and regulations governing the conduct and safety of persons using District recreational facilities, programs and equipment; basic computer applications involving word processing, data entry and standard report generation.
- Skills: Interpreting and applying District policies and procedures; supervising the work of recreation staff and contract instructors; providing training to newly hired staff; effectively supervising operations; promoting and enforcing safe work practices.
- Ability to: Communicate effectively verbally and in writing; effectively explain policies and procedures; establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Completion of the twelfth (12th) grade; closely related field and (1) year of experience working in recreation programs; or an equivalent combination of education, training, and work experience.

Special Requirements, Licenses, and Certificates

Incumbents must possess a valid driver's license from the state of residence at the time of appointment and maintain an excellent driving record. First Aid and CPR certifications required within six months of hire.

Physical Requirements

Light physical demands; lifting up to 50 pounds and moving supplies and equipment; frequent use of a personal computer.

Work Environment

Primary work environment is in a climate controlled office setting, and in District facilities; work requires travel to recreation facilities and other locations throughout the District. Some work is required outdoors. Work involves performing multiple tasks, working to deadlines, and responding to customer issues; incumbents may be required to work evenings and weekends.

ADDITIONAL INFORMATION:

FLSA Category: Non-Exempt