



CITY OF HALF MOON BAY

Job Specification

Class Title: Recreation Leader I/II/III

Status: Non-Exempt

Department: Office of the City Manager

Reports To: Recreation Coordinator

Employee Group: International Union of Operating Engineers Local No. 39

Adopted by City Council/Resolution Number: April 4, 2017/C-2017-14

Modified:

DEFINITION

The Recreation Leader assists in organizing and conducting a variety of recreation programs and activities.

SUPERVISION RECEIVED/EXERCISED

The Recreation Leader receives supervision and training from the Recreation Coordinator.

DISTINGUISHING CHARACTERISTICS

Recreation Leader I: has little or no experience working in a recreation setting.

Recreation Leader II: has experience and education in recreation programs, and is responsible for more complex recreational programs.

Recreation Leader III: has more experience and education in recreation programs, and is responsible for more complex recreational programs.

IMPORTANT AND ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)

- Organizes, leads, and teaches recreational activities, including arts and crafts, group trips and special events.
- Complete class registration and rental facility applications
- Assists in enforcing observance of required safety precautions and Division guidelines.
- Admit patrons to recreation facilities, programs and events.
- Implements procedures to provide for the safety and welfare of all users engaged in Recreation Division activities in City facilities.
- Distributes flyers to promote recreation activities and programs.
- Maintains attendance and activity records.
- Sets up and issues equipment, collects and stores equipment after use.

- Provides basic customer service in absence of the Recreation Coordinator.
- Facilitates rentals of City facilities.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Techniques, rules and equipment used in recreational activities and games.
- Office administrative practices and procedures, including the use of standard office equipment.
- Principles of event and facility scheduling; use of rental software program.

Skill to:

- Provide excellent customer service.
- Understand, interpret and apply policies, procedures and protocols.
- Communicate clearly and effectively, both orally and in writing.
- Work independently and be able to resolve conflicts or emergencies.
- Operate a computer and its associated programs.
- Set-up and use audio-visual equipment.
- Work in a safe manner, following City safety practices and procedures.

Ability to:

- Assist in budget preparation and administration;
- Interpret, explain and enforce applicable policies and procedures.
- Maintain records neatly and accurately.
- Work collaboratively with diverse community members and staff.
- Represent the City and the Division effectively in contacts with representatives of other agencies, City departments, and the public.
- Lift and carry at least 50lbs.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience:

Recreation Leader I: Possession of a High School Diploma, or equivalent, and no experience working in a recreation setting. Experience working in a recreation setting can substitute for the diploma or equivalent.

Recreation Leader II: Possession of a High School Diploma, or equivalent; and one (1) year's paid or unpaid work experience, or one (1) year of recreation leadership experience equivalent to the level of Recreation Leader I with the City of Half Moon Bay. Experience in sports or other organized recreation programs is preferred.

Recreation Leader III: Possession of a High School Diploma, or equivalent; and two (2) year's paid or unpaid work experience, or two (2) years of recreation leadership experience equivalent to the level of Recreation Leader II with the City of Half Moon Bay. Experience in sports or other organized recreation programs is preferred.

PHYSICAL DEMANDS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned. The ability to move tables, chairs, and equipment; lift equipment and supplies from 5 to 50 lbs. in weight; and demonstrate recreational activities, games, crafts, and athletic techniques is also required.

WORKING CONDITIONS

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possession a valid California Class "C" Driver's License and satisfactory driving record. Possession of a current First Aid/CPR/AED certificate or ability to attain within 90 days of hire is preferred. Candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, and have a physical examination including a TB screening. Candidates must be eighteen (18) years of age or older. Bilingual (Spanish) language ability, both written and spoken, is preferred.