

**Job Description**

**Job Title:** Recreation Leader I

**Department:** Parks - Recreation

**Reports To:** Activity Director

**FLSA Status:** Non-Exempt

**Last Review:** 3-19-08

**Grade:** 30

**Job Title Code:** E166

**DEFINITION**

Under general supervision, assist in conducting recreation activities with assigned groups in the recreation center by performing the following duties.

**ESSENTIAL JOB FUNCTIONS**

* Organize, promote and develop interests in a variety of recreational activities, such as arts and crafts, sports, games, wellness/fitness, music, dramatics, birdwatching, and hobbies.
* Maintain discipline at recreation center and other areas.
* Instruct participants in game rules and procedures.
* Maintain cleanliness in recreation areas.
* Create camps that provide a safe and fun environment for children and staff involved.
* Instruct specialized classes in sports/fitness and aquatics.
* Coordinate and plan seasonal programs, activities and community events, with other staff members as assigned.
* Perform other duties as assigned.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

Skill in recreational activities such as wellness/fitness, sports, arts and crafts. Knowledge of game rules; of departmental policies and procedures. Ability to maintain discipline; to deal tactfully with others; to instruct and supervise others.

**SUPERVISORY RESPONSIBILITIES**

In the absence of the Activity Director or other supervisory recreation staff would oversee the summer day camp and pool employees. Oversee up to twelve part-time employees or volunteers as needed.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED), twenty four (24) hours from a college or university with courses designed for professional orientation in physical education, health, fitness and recreation and less than one year qualifying experience or any equivalent combination of education and experience. Each year of experience substitutes for twelve (12) hours of college hours required.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Oklahoma Driver’s License

Lifeguard Certification

First Aid

CPR within six months of employment

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and 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 is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is usually moderate.