

**Job Description**

**Job Title:** Recreation Leader II (Athletics)

**Department:** Parks - Recreation

**Reports To:** Superintendent of Athletics

**FLSA Status:** Non-Exempt

**Last Review:** 5/16/2023

**Grade:** 40H

**Job Title Code:** JC100074

**DEFINITION**

Under general supervision, conducts wellness and athletics recreation activities with assigned groups in a recreation center by performing the following duties.

**All candidates conditionally offered transfer, promotion or initial hiring into a DOT/safety-sensitive position shall submit to testing for drugs and alcohol and test negative before performing any job functions that are safety-sensitive or require a CDL. External job applicants with a confirmed positive drug or alcohol test result shall be denied employment and shall be required to wait one year before applying for another position within Tulsa County.**

**ESSENTIAL JOB FUNCTIONS**

* Organize, promote, and develop interest in activities, focusing on wellness/fitness, sports, and games.
* Maintain discipline at recreation center and other areas.
* Instruct participants in game rules and procedures.
* Maintain cleanliness in recreation areas.
* Instruct or serve as specialized sports instructor on a periodic basis.
* Plan and conduct sports clinics for participants periodically.
* Coordinate and plans seasonal sports programs as assigned.
* Coordinate with other staff members in conducting community events, such as festivals.
* Work with community groups to identify recreation interests and needs.
* Perform other duties as assigned.

**REQUIRED SKILLS, KNOWLEDGE AND ABILITIES**

Skill in recreational activities such as sports, arts, wellness/fitness, and crafts; in recording keeping; and in preparing reports. Knowledge of game rules; of wellness/fitness, sport rules, etc.; and of departmental policies and procedures. Ability to maintain discipline; to deal tactfully with others; and 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. Oversees three to eight part-time employees 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**

Associate degree in recreation, physical education, or a related field, or two years of experience or equivalent combination of education and experience; or any suitable combination of education, training, or experience may substitute one or more years of experience.

**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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**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

First Aid and CPR within six months of employment preferred.

NYSCA Clinician within six months of employment preferred.

May required food handler permit.

**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 use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; 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 100 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; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

**EEO STATEMENT**

Tulsa County does not discriminate against any individual because of race, color, sex, age, religion, national origin, ancestry, marital status, disability, or political affiliation (except when such person advocates or belongs to an organization which advocates the overthrow of our constituted government by force or violence) with regard to all terms, conditions, eligibilities, and privileges of employment for all positions in the County.

**NOTE:** Job descriptions are subject to change based on changing business needs and conditions.

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| Employee Signature | Employee Name Printed | Date |
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| Supervisor Signature | **Supervisor Name Printed** | **Date** |
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