



## **RECREATION LEADER**

### **DEFINITION**

Under general supervision, performs assigned recreation duties in support of department programs and facilities. Recreation Leaders assist with program delivery, participant instruction, facility operations, and customer service. Work may include youth, teen, adult, and senior programs, swim lessons, sports leagues, camps, special events, facility-based programs, and front office or registration support. Some mornings, evenings, and weekends are required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Recreation Coordinator, Recreation Manager, or designee. General on shift direction may be provided by the Recreation Program Assistant. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a part-time specialized classification within the Recreation Department. Assignments are program specific and focus on supporting assigned recreation programs or program areas.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind work assignments as necessary.*

- Assist with leading recreation activities, classes, camps, swim lessons, and/or programs
- Work front desk shifts at the community pool or recreation office, including program registration and basic cash handling
- Perform facility attendant duties, including setup, monitoring program spaces, and opening or closing procedures
- Assist with City wide special events, including setup, breakdown and participant support
- Provide instruction, guidance, and support to participants and enforce program rules and safety procedures
- Provide customer service and program information to the public
- Respond to incidents or emergencies and complete required documentation
- Attend required staff meetings and training
- Perform other related duties as assigned

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of recreation program delivery and activity instruction. Basic safety practices and emergency procedures. Customer service principles and public interaction techniques. Applicable rules, policies, and procedures related to assigned program areas.

**Ability to:**

Lead and engage participants of various ages in recreation activities. Teach basic skills and adapt instruction to different ages and abilities. Communicate clearly and professionally with participants, parents, and staff. Enforce rules and expectations consistently. Remain calm and exercise sound judgment in stressful or emergency situations. Follow oral and written instructions. Establish and maintain effective working relationships.

**EDUCATION AND EXPERIENCE**

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be current enrollment in high school or possession of a high school diploma or G.E.D. equivalent. Prior experience working in recreation programs, instructional settings, aquatics programs, camps, sports programs, or customer service environments is desirable but not required.

Bilingual skills are desirable.

**LICENSES AND CERTIFICATIONS**

- Possession of First Aid, AED and CPR certification or ability to obtain within 6 months of hire

**PHYSICAL DEMANDS**

Must possess the mobility to work in recreation facilities and program settings and use standard equipment. This position requires standing, walking, and sitting for extended periods and may include bending, stooping, kneeling, reaching, pushing, and pulling. Must be able to lift, carry, push, and pull materials and objects weighing up to 50 pounds as required by assignment.

**ENVIRONMENTAL ELEMENTS**

Employees work both in an office and open environment with moderate noise levels, cold and hot temperature conditions, and direct exposure to the sun. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.