

RECREATION LEADER I

This position assists the Parks and Recreation Department in all areas from development and inception of recreational programs, implements and supervises recreational programs, ensures compliance with all County policies, procedures and safety regulations at all times. Reports to Program Coordinator or other designated Supervisor.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the work load.

- Assists in supervising volunteers and possibly other part-time/temporary employees. Supervisory duties include scheduling; instructing; assigning; and planning work of others; maintaining standards; coordinating activities; acting on employee problems.
- Reviews the work of subordinates for completeness and accuracy; offers training, advice and assistance as needed.
- Assists with planning, scheduling and promotion of creative recreational programming that meets the leisure needs of assigned community. Assist in planning, coordinating, and executing field trips, special events, etc.
- Sets up equipment (tables, chairs, etc.) and/or decorates rooms/facility for programs, special events and activities. May include food preparation (meals/refreshments) for classes/programs/special events, as well as clean-up.
- Presents and or/supervises recreational programming in assigned area(s). Coordinates programs and activities with other County departments, agencies, community organizations and the public as appropriate.
- Processes program registration; accepts receipts and records program fees and other revenues.
- Ensures that all County policies, procedures and safety regulations are followed at all times.
- Maintains an environment that protects the health and safety of all program participants. Administers prescribed medications as required; administers CPR and First Aid as trained and necessary.
- Supervises all activities (youth and/or adult); and disciplines youth participants as appropriate; maintains communications with parents/guardians regarding children's behavior and participation.
- Assists in evaluating all programs for effectiveness and value to the recreation program.
- Provides program information to the public through the preparation and distribution of effective publicity materials.

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- Maintains accurate inventory of equipment and supplies, prior to the start of the program and upon the completion of the program.
- Receives and responds to public inquiries, complaints and requests for assistance.
- Ensures the availability of required supplies and equipment; orders and maintains supply inventory.
- Provides transportation for participants as necessary.
- Open and closes park/facilities according to schedule.
- Compiles data for and prepares required records and reports.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- May be required to maintain logbooks and non-technical reports.
- Performs routine office/clerical work as required including, but not limited to, answering the telephone, copying and filing documents, attending meetings, entering computer data, etc.
- Participate in facility maintenance duties as required, including custodial, grounds-keeping and maintenance tasks.
- Immediately reports any dangerous or unsafe condition.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no direct supervisory responsibilities, may occasionally function as a lead worker for a small group of employees (one to five) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments, may provide work direction.

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EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Requires a high school diploma or GED equivalent. Three months related experience and/or training; or equivalent combination of education and training.

Licenses

Valid Florida driver's license.

Certificates

Valid First Aid / CPR certificate may be requested.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, memos, and procedure manuals.
- Ability to write simple correspondence and procedure manuals.
- Ability to effectively present information and respond to questions in one-on-one and small group situations to customers, clients, and the general public.

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.

Problem Solving Abilities

- 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.
- Can explain records and procedures to others as a lead worker.
- Requires judgment in selection of procedures, methods, or equipment, tools or material to accomplish task.

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Specialized Skills and Abilities

- Ability to apply all policies and procedures to the implementation of a youth or adult recreation program including formulation of events, procedures and methods.
- Ability to sort, verify, file, and post materials on bulletin boards, make photocopies, and perform other office duties as assigned.
- Ability to work directly with customers, other department staff, and PRAC as an entity, and different age groups and ethnic backgrounds on an almost daily basis.
- Ability to work with outside vendors and suppliers that may play an important role in the youth/adult activities that are held or proposed for the community.
- Ability to work with existing staff on a daily basis, using their expertise and knowledge to implement programs for the adults and youth of Marion County.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, laminating machine, and other general office equipment, as well as drive a vehicle in the completion of tasks. When applicable to functional area of assignment, employees must use light grounds maintenance and custodial equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and to lift up to 25 pounds; will regularly be required to sit, use hands to finger, handle or feel; and will frequently be required to talk or hear. Vision requirements are close, distance, color vision, and peripheral vision 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. While performing the duties of this job, the employee will regularly be required to work in outdoor weather conditions. The typical noise level for this environment is moderate.

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Pay Grade: 4	Status: N/E
Job Description Number: 8082	