



## CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

### RECREATION LEADER

#### **DESCRIPTION**

Under direct or general supervision, the Recreation Leader assists in organizing activities in connection with Community Services programs; and performs related work as necessary.

#### **CHARACTERISTICS**

Receives direct or general supervision from Recreation Specialist, Recreation Coordinator or a higher-level supervisor. May exercise technical supervision over volunteers.

#### **EXAMPLES OF DUTIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.*

- Prepare all activity sites with necessary materials for efficient, safe, and service-oriented events including set-up and take down of tables, chairs, and equipment, for classes, activities, events, and meetings.
- Assist with facility reservations, including phone and front counter contact, registering patrons for classes and programs, processing receipts and record keeping.
- Issue and collect equipment and supplies.
- Provide information and customer service on a wide variety of Community Services programs.
- Keep all facilities organized, clean, and inviting; perform janitorial duties including mopping, vacuuming, cleaning, and sanitizing as needed.
- Open, close, and secure facilities at prescribed times and check for safety and maintenance concerns.
- Maintains inventories and orders supplies.
- Organizes activity-based programs within established program parameters.
- Enforces rules and regulations to assure the safety and welfare of participants.
- May direct registration activities, collect fees, and make deposits.
- Prepares written and oral program specific reports, collects and presents statistical data.
- Communicate maintenance, custodial, or security issues to appropriate City staff.

- Perform office duties, including ordering office supplies, cashiering, answering the telephone, greeting patrons, data entry, copying, and filing.
- Assist with maintaining a computerized class enrollment and facility reservation information system.
- May research and assist in creating presentations, printed materials, online communication, and related community outreach materials.
- Assists in planning and conducting special events.
- Ensure a safe environment for staff and participants and maintain responsible operations of an assigned City facility and programs at all times; make regular rounds to all areas within the facility to ensure that activities are conducted safely and appropriately.
- Plans daily/weekly activity schedules which meet defined program goals.
- Perform other duties as assigned.

## **ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- Methods, practices and equipment used in providing and maintaining an effective recreation or special activities program.
- Standard office practices, procedures, methods and computer equipment.
- Practices and principles of fiscal, and administrative data collection and report preparation.
- Principles of business letter writing: proper English usage, spelling, vocabulary, grammar, and punctuation use.
- Principles and procedures of record keeping.
- Operation procedures of community and recreational facilities, or other comparable facilities.
- Municipal recreation practices, procedures and philosophy.

### **Ability to:**

- Learn, correctly interpret and apply the policies and procedures of the function to which assigned.
- Organize, set priorities and exercise judgment within areas of responsibility.
- Maintain and prepare clear, accurate and concise records and reports.
- Communicate clearly and effectively orally and in writing.
- Operate a computer using word processing and spreadsheet software; may include Microsoft Word, Excel, Outlook and PowerPoint.
- Organize and maintain office and specialized files.
- Understand and implement oral and written instruction.
- Establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public.
- Work nights and weekends.

## **TRAINING, EXPERIENCE, AND CERTIFICATIONS**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education equivalent to completion of the twelfth grade; and one year of experience in community services or recreational activities with experience facilitating programs.

**License:** Possession of, or ability to obtain, and maintain a valid California Driver's License may be required.

## **PHYSICAL DEMANDS**

Must possess the physical stamina to lift and move tables and chairs, arrange facilities for special events and/or meetings. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment, and hand tools. The sensory demands of the job typically require speaking, hearing, touching and seeing. Employee is frequently required to communicate with others, use a telephone and work on a computer. Vision for reading and working on a computer monitor is required. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities and community events; and push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 40 pounds. Ability to work standing for extended periods in the outdoors, exposed to sun and high temperatures, rain and other conditions.

**Environmental Elements:** Employees work both indoors and outdoors with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

**Tools and Equipment:** Personal computer, including word processing, spreadsheet, electronic calendar, and software programs; telephone, fax, copier, postage machine and other modern office equipment as necessary. Other tools and equipment may include brooms, waste cans, hand tools, and mats.

*Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)*

**FLSA:** Non-Exempt