

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

SENIOR RECREATION LEADER

Department: Recreation

Pay Grade: P102

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, assist with recreation programs and activities to provide opportunities and encourage and promote a healthy lifestyle for community residents, based on District rules, regulations, policies, and procedures. May work with any aspect of recreation programs and/or work in any assigned division or department. Will oversee programming such as classes, day camp, and Senior Services program.

ESSENTIAL JOB FUNCTIONS

- May open, close, secure, and maintain a safe program environment and facility that align with District rules and regulations.
- Develop, conduct, promote, supervise, and participate in various athletic, craft, social, cultural, and instructional activities to include use of equipment, and District reports.
- Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs while maintaining a professional attitude and appearance.
- Respond to injuries by administering First Aid and CPR if needed and adhering to District guidelines, policies and procedures.
- Demonstrate continuous effort to improve operations and streamline work processes.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money, make change, and prepare District reports.
- Will assist in minor maintenance of recreational facilities to include setting up/breaking down equipment, cleaning and stocking facilities.
- May assist with marketing, presentations, and District public appearances.
- May act as the Camp or Assistant Camp Director for the District's summer camp program or may act as Lead for the Excursion Program.

- Work with contracted instructors to ensure classes are running smoothly; this includes input into registration software and maintaining District Activity Guide.
- Assist with staff schedules.
- Provide input on yearly performance reviews.
- Will serve as a lead capacity for other Recreation Leaders.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate degree preferred with major course work in related field with at least three (3) years of recreation experience. Volunteer or paid work experience with youth/teens/seniors is desirable; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Qualifications:

Some positions require an average amount of driving, therefore, if assigned to such positions, the employee must own a vehicle or have daily access to a vehicle and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. CPR and First Aid Certification required within the first six (6) months of hire date. At the option of the Department Manager or Recreation Supervisor, persons hired into this position may be required to either possess at entry or obtain within specified time limits designated licenses, certificates, or specialized education and training relevant to the area of assignment. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Working knowledge of common office practices; basic office equipment and software.
- Must possess excellent oral and written communication 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 before groups of customers or employees of an organization.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: frequently 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 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.

- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

The noise level in the work environment is usually loud.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date