

## JOB DESCRIPTION

City of Patterson



Human Resources

## RECREATION LEADER

\$10.00 - \$11.00/hr.

## JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

Under supervision from the Recreation Specialist, the Recreation Leader will conduct recreation programs. Will interact with coaches, parents and children. This involves supervising and encouraging a safe and fun environment. Assist in the preparation of and participating in Day Camp, youth and adult sports, and special events through the calendar year.

## SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Recreation Specialist and Recreation Coordinator.

This position may assist in supervision of volunteers and other staff.

## ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following

Assist with;

- Be prepared and flexible in order to run a quality program.
- Ensures participant safety and well-being during all activities.
- Ensures the proper handling of first aid and emergency situations.
- Be responsible for keeping your area of all facilities clean.
- Communicates with supervisor and parents as needed regarding participants' progress and special needs.
- Must be a team player, work well with others.
- This is a very active position. All participants must be able to be active and participate in recreational activities.

## MINIMUM QUALIFICATIONS

**Knowledge of:** Common sports, games, and other recreation activities. Rules and techniques of common sports and games. Basic record practices. Good leadership and supervision skills. Must be able to demonstrate patience and take appropriate corrective action with child as necessary.

**Ability to:** Understand and carry out oral and written directions. Communicate and interact effectively with parents, co-workers, the public and young children and demonstrated interest in youth activities. Plan, organize, and deliver program elements. Make sound independent judgments within specific program or activity guidelines and practices.

## **EXPERIENCE AND CERTIFICATION(S)**

Any combination of experience and training what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** One year of recreation or related experience relevant to the area of assignment. Bilingual (Spanish/English) preferred.

### **License or Certificate:**

- Completion of First Aid
- CPR certification

## **PHYSICAL REQUIREMENTS**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City, and have availability to work off-hours shifts or events as required; strength to lift and carry materials weighing to 40 pounds; mobility to lead groups in recreational activities involving physical exertion; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

## **NECESSARY SPECIAL REQUIREMENTS**

- Must be 18 years of age or older.
- Must possess a valid class C driver's license.
- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

Recreation Leader - Continued  
**SUPPLEMENTAL QUESTIONNAIRE**

**Instructions:**

The purpose of the supplemental questionnaire is to obtain additional information regarding your experience, qualifications, and availability as they relate to the duties of this position. Please answer each question as accurately and thoroughly as possible. **Incomplete questionnaires will not be considered.** Please type your responses or print them legibly using dark ink.

Name of Applicant (please type or print): \_\_\_\_\_

1. Please indicate the days and hours you are available to work:

\_\_\_\_\_ Monday \_\_\_\_\_

\_\_\_\_\_ Tuesday \_\_\_\_\_

\_\_\_\_\_ Wednesday \_\_\_\_\_

\_\_\_\_\_ Thursday \_\_\_\_\_

\_\_\_\_\_ Friday \_\_\_\_\_

\_\_\_\_\_ Saturday \_\_\_\_\_

\_\_\_\_\_ Sunday \_\_\_\_\_

2. Do you have a current/ valid CPR card?            Yes            No

3. Do you have a current/valid First Aid card?        Yes            No

Return the completed questionnaire with the City of Patterson application form.

**NOTE:** This is a part-time position averaging approximately 15-20 hours per week. You may be required to work a variety of hours including days, evenings, weekends and holidays.