



SENIOR RECREATION LEADER

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under supervision, this position assists in conducting Recreation Division program activities. Examples of assignments include: Chino Hills Community Center, City Hall Recreation Office, Active Adults 50+ programs, sports, park operations, Tiny Tots, Mobile Recreation, special events and day camps. Job duties will vary based on program assignment.

Classification Characteristics:

This is a part-time, at-will, seasonal position that receives direct supervision from a Community Services Coordinator. The Senior Recreation Leader is distinguished from the Recreation Leader in that it is expected to perform more complex tasks independently. This position may also receive direction and functional supervision from a Recreation Specialist.

Essential Functions:

- Assist with planning, coordinating and implementing a variety of recreation activities and programs.
- Provide customer service to the public; assist in planning activities and events; prepare facilities for group and recreation activities; assist in facility maintenance and room set up; prepare and maintain facility activity records.
- Supervise and monitor facility rentals to ensure applicants comply with City policies and procedures.
- Process registrations for classes, special events and facilities; accept payments and issue receipts.
- Oversee and train on-site summer volunteers.
- Train and provide leadership to new and lower level staff.
- Lead and supervise group activities and programs such as indoor/outdoor games, sports, arts and crafts, special events and other related activities.
- Chaperone youth participants on day excursions.
- Deal firmly and tactfully with participants; exercise tact and judgment when resolving problems.
- Maintain and prepare sports fields.
- Prepare accident and incident reports and other records and reports.
- Maintain a safe program environment for participants.
- Assist in the opening and closing of City facilities; ensure facilities are secure upon closing.
- Respond to the public; answer inquiries and give information pertaining to programs that are offered.
- Interact with co-workers at all levels of the City and the public in a collaborative and customer service-oriented manner.

Qualifications:

Knowledge of:

- Objectives, methods and techniques of recreation and leisure activities for youth and adults.
- City policies and procedures.
- Applicable safety precautions and procedures.
- Methods of report preparation and records maintenance.
- Customer service techniques.
- Cash handling methods.
- Supervisory techniques.

Ability to:

- Work a varied schedule that may include days, evenings, weekends and holidays.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Follow proper safety rules and procedures.
- Understand and follow written and oral instructions.
- Communicate clearly and concisely, both orally and in writing.
- Respond to inquiries and requests in a courteous manner.
- Resolve minor conflicts and maintain an orderly recreation setting.
- Manage stressful situations with tact and diplomacy.
- Make quick and appropriate decisions when unexpected circumstances occur.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

One year experience working in a recreation setting.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate:

- Possession of a California Class C Driver's License.
- Possession of an American Red Cross First Aid Certificate for Infants/Adults.
- Possession of an American Red Cross CPR Certificate for Infants/Adults.

Working Conditions:

Work in an indoor environment with prolonged sitting and in an outdoor environment including prolonged standing, walking, kneeling, crouching, squatting, stooping and bending; work on slippery and uneven surfaces; ability to lift and carry up to 25 pounds; exposure to the sun; have mobility, acute vision, acute hearing and dexterity levels appropriate to the duties performed.