

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
Recreation Leader I

Relationships

Reports To:	Recreation Director Recreation Coordinator Program Director Program Coordinator
Indirect Subordinate Staff:	Volunteers
Direct Subordinates:	None
Other Internal Contacts:	Facility Coordinator Recreation Leaders Employees in the District Volunteers
External Contacts:	Members of the General Public Employees of Other Organizations

Summary Statements

- Under general supervision of the assigned supervisor, organizes, implements, leads and supervises park and recreation-related activities, and acts as a MCSD liaison to the public.

Supervisory Responsibilities

- Supervision of participants.
- Supervision of program area, and related activities.

Typical Duties/Tasks/Responsibilities

- Implement all District policies and procedures.
- Implement program areas as assigned, including planning, teaching and leading activities.
- Assist in implementation of program marketing plan.
- Assist in gathering data for statistical analysis of assigned program.
- Monitor the facility for safety.
- Interact with the public. Refer inquiries and concerns to supervisor.
- Assist in completion of written reports.
- Completion of janitorial duties as assigned.
- Other duties as assigned by the supervisor.

Typical Knowledge/Skills/Abilities

- Demonstrated planning, teaching and leadership skills in activities related to program area.
- Public relations skills with individuals and groups, including handling complaints and disciplinary problems.
- Interpersonal relations with other staff members, supervisors and those supervised.
- Knowledge of recreation-related equipment, its proper use and maintenance.
- Oral communication skills for one-on-one communications and public speaking.
- Math skills, adding, subtracting, multiplying, dividing to assist in participant registration.
- Writing skills to complete forms.
- Reading skills to understand communication of others.
- Ability to adjust to changing need and circumstances.
- Ability to maintain safety standards.
- Knowledge of conflict resolution and problem solving strategies.
- Ability to complete janitorial duties as assigned.

Qualifications

- Current negative TB test (upon employment).
- Ability to obtain current fingerprint identification (BID 7) upon employment.
- Knowledge, training and/or experience in one or more of the following areas: physical education, recreation, elementary education, early childhood education or related area.
- Experience working with children in a recreational setting.

Physical Requirements

- Seeing, hearing, and speaking ability, ability to participate in recreational activities, ability to stoop, ability to reach, ability to lift and carry at maximum fifty pounds, ability to push, pull and drag heavy items.
- Ability to work long hours.

Other Requirements

- Working various times of the day and on weekends.
- Ability to be on-call and /or work overtime.
- Compliance with clean, neat grooming standards to present a professional appearance.

Machines/Tools/Equipment

- Ability to operate various recreational equipment, music systems, office and janitorial equipment.