

**JURUPA COMMUNITY SERVICES DISTRICT
RECREATION LEADER I**

*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.*

DEFINITION

The Recreation Leader, under the supervision of the Recreation Coordinator, is responsible for supervising children in an after school environment, including organizing and leading activities. Position requires general knowledge and interest in sports, arts and crafts, education and leisure activities for youth.

ESSENTIAL FUNCTIONS

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 the position if the work is similar, related or a logical assignment to the class.

- Organize, officiate and instruct children's activities including sports, contests, games, and crafts
- Teaches fundamentals of play and sportsmanship in recreational activities
- Provide excellent customer service
- Participate in homework assistance
- General supervision of children
- Maintain a safe program environment for participants and staff
- Care and maintain all equipment issued and inform supervisor when there are hazards or equipment replacement needs
- Assist with special events
- Attend applicable District trainings and orientation
- Clearly and effectively communicate orally and in writing
- Assist in maintaining and cleaning facilities
- Perform related duties as assigned

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance.

Examples include graduation from high school or equivalent and experience in education, recreation, or a closely related field.

Knowledge and Skill Levels

Knowledge of:

- Basic objectives, methods, and techniques of planned recreation;
- Effective instructional techniques;
- Arts and crafts;
- Indoor and outdoor games for children;
- Basic homework and tutoring (kindergarten – 6th grade);
- Basic office equipment;
- First aid and safe work practices.

Ability to:

- Plan and organize recreation programs for children;
- Communicate, clearly and concisely, both orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the course of work, specifically participants, parents, co-workers, and school staff;
- Appear for work on time and in uniform;
- Assist in cleaning and maintaining facilities;
- Be a source of accurate information;
- Exercise good judgment, courtesy, and tact;
- Follow directions from a supervisor; and
- Accept constructive criticism.

Physical Requirements

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such

as computer terminals; sit or stand for extended periods of time; have hearing and vision within normal ranges; carry, push, reach and lift up to 40 pounds.

Occasionally stoop, kneel or crouch.

Special Requirements

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA/Non-Exempt
Range \$9.00 - \$10.94 Hour