

RECREATION LEADER I  
(PART-TIME)

**DEFINITION:**

Under general supervision, assist in conducting a variety of recreation activities at an assigned facility as part of a broad program of community recreation, park, and leisure services and perform related work as required.

**ESSENTIAL JOB FUNCTIONS:**

The listed tasks are essential for this job and may include, but are not limited to the following:

Assist in implementing a broad recreation program and related activities; prepare and maintain accurate written reports and records; assist with furniture arrangements and set-ups; assist with the care and maintenance of department equipment and supplies; schedule and monitor equipment use; act as cashier/locker room facilities attendant; assist in facility, field and park, maintenance including cleanup and janitorial services; display courteous and professional behavior toward the public and staff; and observe all safety and City rules and regulations. May be required to work shifts, weekends, and holidays.

**QUALIFICATIONS:**

Training and Experience: Must have sufficient education to read and write English at the level required for successful job performance. Some direct experience in leadership, volunteer work, or recreation activities is highly desirable.

Age: Must be at least 16 years of age. Some positions in this class require a minimum age of 17 or 18 years old.

License: Some positions in this class require possession of a valid California Class "C" Driver's License in order to carry out essential job functions.

Knowledge, Skills, and Abilities: Some positions in this class require knowledge in recreation activities and programs; skill in operating specific department tools and equipment. Effective communication skills, both orally and in writing; ability to follow oral and written instructions; and work effectively with others is required.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee may frequently operate tools and controls; may occasionally sit, stand, walk, run, climb, balance, and kneel; will frequently work outdoors and may be exposed to variable weather conditions; and may frequently drive to various parks and recreation facilities throughout the City.