

SENIOR RECREATION LEADER  
(PART-TIME)

**DEFINITION:**

Under the direction of a department manager, plan, direct, budget, and coordinate a wide range of recreational and cultural activities and events in 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:

Plan, organize, implement, market, and evaluate a variety of recreation and cultural activities and/or classes; prepare oral and written reports; monitor and maintain accurate schedules; assist with the development and implementation of Parks and Recreation Department policies; develop and monitor recreation activities budget; on site monitoring and inspection of scheduled facility reservations and/or classes at City community centers, parks, play areas, tennis courts, athletic fields and other recreation facilities; report and recommend facility and park maintenance issues; recruit, train, supervise and evaluate assigned staff; supervise and monitor program registration and reservation services; schedule assigned staff and programs; attend department training and staff meetings; order supplies and materials for program activities; monitor and maintain a clean and safe work environment; display courteous and professional behavior toward the public and staff; and observe all City rules and regulations. May be required to work shifts, weekends, and holidays.

**QUALIFICATIONS:**

Training and Experience: Must have the equivalent to an Associate degree in recreation and leisure services, human services, or a related field and two years experience in planning, organizing, and conducting recreation programs, including supervising, budgeting, report writing, marketing, and training – OR – four years of relevant experience including two years in a supervisory role may be substituted for the Associate degree- OR- two years as City of Manhattan Beach Recreation Leader I/II and one year supervisory experience.

License: Must possess a valid California driver's license at the time of employment.

Knowledge, Skills and Abilities: Requires knowledge in the principles and practices of event organization and program development; budgeting practices, and requirements to implement broad recreation and cultural activities; skill in instruction and training; operating specific department tools and equipment; and effective communication skills, both oral and written. Must have the ability to plan, organize, and implement recreation events; supervise assigned staff; prepare oral and written reports; lift and/or move up to 25 pounds; and work effectively with others. Proficiency in the use of personal computer software (Windows) is desirable.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties of this job, the employee may frequently operate tools, controls, and equipment; sit, stand, walk, run; and occasionally climb, balance, and kneel. Will frequently work outdoors and may be exposed to variable weather conditions.