

SENIOR RECREATION LEADER II
(PART-TIME)

DEFINITION:

Under direction of a department Manager/Supervisor plan, direct, budget, and coordinate community program activities, classes, and events in the areas of Cultural Arts, Performing Arts, Playground or Older Adults; and perform other related work as required.

ESSENTIAL JOB FUNCTIONS:

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

Develops and monitors activities, classes, camps and events associated with performing arts, cultural arts, older adults and playground programming; coordinate activities and events with applicable City, County staff, and other personnel; assists in setting schedules and recruiting potential user groups, participants and partners; select and negotiate contracts with class instructors and event groups; assists with the development and production of marketing materials for program promotion; provides feedback to direct user group staff and volunteers; monitors user-groups, program participants and the public to ensure proper adherence to City guidelines and requirements; identifies and makes recommendations for changes to staffing schedules and/or program and facility operations; conducts site coordination with user-group staff and program participants to ensure familiarity and safety of event amenities; participates in the hiring, development, and training of staff and volunteers; develops and manages program budgets; recommends facility improvements; display courteous and professional behavior toward the public and staff; and observe all City rules and regulations; represents the Department at Parks and Recreation Commission or City Council meetings; and maintains records and writes reports, as assigned. May be required to work shifts, weekends, or holidays.

QUALIFICATIONS:

Training and Experience: Requires the equivalent to an Associate of Arts degree in recreation and leisure services, human services, or a related field and four years experience in planning, organizing, and conducting recreational programs which include supervising, budgeting, report writing, marketing, and training.

License: Must have a valid CA 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, budget practices and requirements to implement recreational program activities, classes, and events; skill in instructing and training, operating specific department tools and equipment, and communicating effectively orally and in writing. Must have the ability to plan, organize, and implement events; supervise assigned staff; prepare reports; and lift and move up to 25 pounds. Proficiency in the use of personal computer software (Windows) is desirable.

PHYSICAL DEMANDS AND WORK CONDITIONS:

While performing the duties of this job, the employee may frequently operate tools, equipment, and controls, walk, run, and may occasionally climb, balance, and kneel. The employee frequently works outside and may be exposed to variable weather conditions.