

Code: 6245

Title: RECREATION LEADER

SUMMARY: Leads recreational/leisure activities for groups of varying ages at recreation centers and selected sites. This classification may also coordinate the efforts of recreational staff and volunteer, seasonal and intermittent personnel.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Leads and coordinates recreational and sports activities;
Maintains close liaison with the community and provides information about recreation activities;
Coordinates recreation activities and special events with social activities of other agencies;
Interprets and explains game rules and organizes teams in sports;
Supervises the issuance, use and care of recreation supplies and equipment;
Officiates informal sports and team activities;
Coordinates work of assigned recreation personnel;
Ensures safety and cleanliness of recreation facilities;
Maintains records and prepares reports;
Collects and verifies accuracy of employee time sheets;
Guides youth and maintains discipline;
Attends meetings and training sessions;
Arranges for volunteer transportation.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, rules, materials, equipment, and organization of a variety of play, sport and recreation activities;
- facilities and equipment used in community recreational activities;
- first aid techniques.

Skill in:

- instructing and leading groups of program participants;
- establishing and maintaining effective working relationships with others;
- stimulating interest and enthusiasm among others;
- maintaining records and preparing reports;
- maintaining discipline.

MINIMUM QUALIFICATIONS:

520 hours of experience involving interaction with varying age groups, individually or in groups, within the recreational field or a related professional area.

OTHER REQUIREMENTS:

Licenses and Certificates: Current First Aid certification required on the date of appointment; CPR certification desirable for some positions. Possession of a valid Arizona Class D Driver's License is

required within 6 months from the date of appointment. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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