



CLASS SPECIFICATION

Class Code: 4033
Date Est: 10/77
Last Rev: 2/2006
Last Title Chg:
FLSA:

SENIOR RECREATION LEADER (SEASONAL SR. RECREATION LEADER)

DEFINITION

Under general supervision, plans, develops and coordinates a major area of public recreation activities on a seasonal basis; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Completion of one year of college and one season of directly related experience; OR two seasons of directly related experience.

LICENSE OR CERTIFICATE

A valid driver's license.

Some assignments may require certification in Basic First Aid and CPR.

SUPERVISION EXERCISED

This is the lead staff position in the Recreation Leader class series. Incumbents plan and coordinate a major area of recreational activities on a seasonal basis, as well as provide direction and work coordination for other Recreation Leaders. This class is distinguished from Recreation leader by the fact that incumbents are assigned lead worker and work coordination responsibilities for other Recreation Leaders. Weekends, holiday, and evening shifts may be required.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, promote, coordinate and direct recreation activities for an assigned area of recreation programs.

Provide lead direction and training and evaluation of other staff and coordinate recreation services in an assigned area, such as youth and adult programs, classes and special events.

Interpret recreation program policies and regulations for the public.

Assist in the promotion of recreation programs and services.

Direct the maintenance of facilities, equipment, and program resources.

Gather data and develop reports regarding program attendance, success of programs and participant satisfaction.

Request supplies necessary for a variety of recreation activities such as arts/crafts and sporting equipment.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Washoe County Parks and Recreation operations and administrative policies and procedures.

Goals and objectives, functions, protocol, and activity guidelines of an assigned recreation program or activity.

Ability to:

Provide lead direction and work coordination for other staff.

Work with and coordinate local interests in the development of recreation programs.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Basic principles, practices, organization, and delivery of recreation programs and activities.

Teaching techniques.

First aid.

Ability to:

Plan and implement activities geared to appropriate age groups.

Assist in promoting community participation in recreation activities.

Inspire confidence and enthusiasm.

Develop information; prepare reports and other pertinent information as assigned for supervisors and participants.

Communicate effectively, both orally and in writing.

Relate objectively and without bias to individuals from diverse populations.

Establish and maintain effective working relationships with department and recreation program staff, vendors, parents, children, and the public.

Acquire certifications in Basic First Aid and CPR.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit, stand, and walk for extended periods. Ability to frequently stoop and kneel. Ability to use recreation activity equipment and operate office equipment, including computer, telephone, calculators, copiers, and FAX machine. Ability to lift and carry objects weighing up to 50 pounds. Ability to work outside in varying temperatures and weather conditions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.