



CLASS SPECIFICATION

Class Code: 4034
Date Est: 10/1977
Last Rev: 09/2019
Last Title Chg:
FLSA: non-exempt

SEASONAL RECREATION LEADER

DEFINITION

Under general supervision, directs or teaches a recreation program or activity in a specialized field; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Any combination of related training and experience which would provide the required entry level knowledge, skills and abilities.

LICENSE OR CERTIFICATE

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

DISTINGUISHING CHARACTERISTICS

This is the entry-level position in the Recreation Leader class series. Incumbents direct or teach a specialized recreation activity or program. This class is distinguished from Senior Recreation Leader by the fact that incumbents in the Senior Recreation Leader classification have lead and work coordination responsibilities for other Recreation Leaders.

SUPERVISION EXERCISED

Exercises no direct supervision.

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

Collect money and fees, make change, provide receipts and balance money collected.

Direct and coordinate recreation activities, organize groups and classes by age and ability, and register participants.

Supervise the issue, use and care of supplies and equipment.

Maintain records on activity and program operation and prepare reports as necessary.

Oversee participants and patrons to ensure safety; enforce rules and regulations pertaining to safe facility operations.

Demonstrate operation of point of sale system and concession appliances and equipment.

Perform basic janitorial duties, ensuring facility cleanliness.

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, administrative policies and procedures.

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

Ability to:

Teach and conduct an assigned recreation program or activity with minimal guidance and supervision.

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

Knowledge of:

General math, including addition, subtraction, multiplication and division.

First aid.

Ability to:

Learn the principles, practices, equipment and organization of an assigned recreation program or activity.

Plan and conduct recreation activities geared to appropriate age groups.

Demonstrate and promote participation in recreation activities.

Demonstrate teaching techniques.

Inspire confidence and enthusiasm.

Develop information and prepare reports.

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 certification 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, calculator, copier, and FAX machine. Ability to lift and carry objects weighing up to 50 pounds. Ability to work outdoors in varying temperatures and weather conditions.

Weekends and evening shifts may be required.

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