



## CITY OF ALBANY RECREATION LEADER II

Under supervision, serves as recreation leader for a specific program that may include large numbers of participants, extensive revenues, and requires the exercise of occasional independent judgment; assists in supervising participants in their program and/or children, youth, and teens in the after-school program; assists in teaching and/or leading activities in assigned program area; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **Class Characteristics**

This is the journey-level classification in the Recreation Leader series, and requires considerable general and technical knowledge, experience, skills, and abilities to perform the duties listed below. This class is distinguished from the Recreation Leader I by the performance of the full range of duties assigned. Employees at this level receive moderate instruction or assistance and are aware of the operating procedures and policies of the work unit.

### **Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

### **General Job Duties**

- Assists in teaching classes or in conducting and promoting a variety of recreational program activities involved in the implementation of recreation programs.
- Answers inquiries, provides information, and assists customers at the counter and by telephone.
- Help customers receive complete information about programs and activities and any applicable policies and regulations.
- Monitors the behavior of activity and program participants; assists in enforcing applicable program rules and regulations; provides appropriate disciplinary measures as needed.
- Types and proofreads outgoing correspondence for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- Assists in the preparation of incident, accident, and monthly reports for various sites.
- Assists with city-wide events.
- Attends regular staff meetings.
- Participates in promoting assigned recreation programs and activities; prepares program event and facility marketing material.
- Observes necessary precautions to ensure the safety of activity and program participants; monitors and inspects assigned facilities for needed maintenance; cleans facilities as needed.
- Ensures the proper use and care of facilities and equipment.
- Issues and collects recreation equipment and supplies to program participants; sets up for various program activities.
- Assists in preparing schedules and reports as needed.
- Interacts effectively and courteously with City employees and members of the public.
- Performs related duties as assigned.

**Knowledge of:**

- Basic operations, services, and activities of assigned recreation activities and programs.
- Age-appropriate activities and entertainment.
- Principles and practices of basic program planning.
- General school age homework issues.
- Group recreational and social activities.
- Basic rules, regulations and equipment used in various recreational activities.
- Appropriate safety precautions and procedures within the area of assignment.
- Principles and practices of basic record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

**Ability to:**

- Implement activities in support of assigned recreation program.
- Work well as part of a team.
- Work in a fast-paced environment.
- Effectively handle and diffuse disruptive behavior among program participants.
- Maintain organized records, schedules and contact lists and prepare simple reports.
- Exercise detail-oriented skills in day-to-day assignments and responsibilities.
- Lead large groups during indoor and outdoor activities.
- Respond to basic requests and inquiries from the general public.
- Perform tasks with minimal supervision.
- Hold the support and enthusiasm of individuals, groups, and volunteers.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Education and Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth grade

Six months of experience working in a recreation program; completion of course work in recreation or s in a related field, is preferred.

**Licenses and Certifications**

Possession of, or ability to obtain, CPR/AED certificates.

**Physical Demands**

Must possess mobility to work in a standard office and field environment and use standard office equipment, including a computer; frequently required to walk, stand, sit, talk, and hear; vision to read printed materials and a computer screen and close vision, color vision, and the ability to adjust focus; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally climb, balance, stoop, kneel, crouch or crawl; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; lift and/or move moderate to heavy amounts of weight.

**Environmental Elements**

Employees work in an office environment and field environment with moderate noise levels, occasionally varied temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Special Requirements**

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities.

Positions in this classification require a willingness and ability to work flexible hours and occasional weekends.

Candidates who receive conditional offers of employment will be required to submit fingerprints, undergo a criminal record clearance, have drug testing and a TB screening.