



## CITY OF ALBANY RECREATION LEADER III

Under direction, oversees a recreation program or service and/or serves as a site administrator over an assigned program; plans, organizes, and implements recreational programs; assists in the coordination of assigned activities with outside agencies, other divisions and with the public; assists in providing highly responsible and complex staff assistance to their supervisor; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. Exercises lead direction over lower-level staff

### **Class Characteristics**

This is the advanced journey-level classification in the Recreation Leader series. This class is distinguished from the Recreation Leader II by the responsibility for overseeing a recreation program or service and/or serving as a site administrator over an assigned program.

### **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**

- Plans, organizes, and implements a recreation program or service or serves as a site administrator over an assigned program; supervises all program participants, and/or all children, youth, and teens within the after-school program for assigned site.
- Leads and trains lower level and new staff.
- Coordinates day-to-day operations schedules and activities; coordinates, supervises, and schedules volunteers to run daily programs.
- Answers the more complex inquiries, provides information, and assists customers.
- Provides highly responsible and complex staff assistance to assigned supervisor.
- Ensures customers receive complete information about programs and activities and any applicable policies and regulations.
- Ensures department personnel policies and procedures are followed.
- Types and proofreads outgoing correspondence for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- Monitors and supervises the activities of patrons of all ages at various sites.
- Prepares incident, accident, and monthly reports for various sites.
- Assists with the planning and supervision of city-wide events.
- Attends regular staff meetings.
- Promotes assigned recreation programs and activities; oversees the preparation of publication of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communication regarding recreation programs and activities.
- Oversees the issuance and collection of recreation equipment and supplies to program participants; oversees the set up for various program activities.
- Prepares budgets, schedules, and reports as needed.
- Performs billing, invoicing, and accounts receivable as needed.

- Serves as liaison to supervisory staff, employees, the general public, and program participants.
- Interacts effectively and courteously with City employees and members of the public.
- Demonstrates effective leadership and instructional skills in area of responsibility.
- Evaluates the effectiveness of recreation programs and activities provided to the public.
- Ensures social media sites and websites are current and engaging.
- Interacts effectively and courteously with City employees and members of the public.
- Performs related duties as assigned.

**Knowledge of:**

- Operations, services, and activities of recreation programs.
- Principles of lead supervision and training.
- Principles and practices of conflict management.
- Correct English usage, including spelling and grammar.
- Safety principles and practices.
- Pertinent Federal, State and local laws, codes and regulations.
- City policies and procedures.
- Facilities, scheduling, oversight, management and general maintenance.
- Principles and practices of cash management, recordkeeping and organization.
- Principles and practices of monitoring and tracking fees and payments.
- Principles and practices of government subsidized care programs.
- Methods and techniques of classroom management.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

**Ability to:**

- Oversee a recreation program or service or serve as a site administrator over an assigned program.
- Lead, organize, and review the work of staff.
- Prepare adequate lesson plans in advance of the scheduled activity.
- Assist with disciplinary or inappropriate behavior situations.
- Work cooperatively and communicate with the public and employees in an enthusiastic and constructive manner.
- Be a positive role model for staff and children and exercise good appearance, attitude, speech, and body language.
- Assist program staff and remain calm during emergencies.
- Lead large groups during indoor and outdoor activities.
- Demonstrate problem solving skills.
- Exercise flexibility regarding working with varying personalities, age groups and work schedules.
- Understand and adhere to City policies and procedures.
- Perform community outreach and host City events.
- Assist with budget preparation and administration.
- Prioritize and handle multiple tasks.
- Schedule and coordinate volunteers.
- Manage and maintain structure in a classroom.
- 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.

One year of experience working in recreation programs; completion of course work in recreation or 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.