

**RECREATION LEADER I**  
**(FACILITY ATTENDANT)**

**DEFINITION**

Under direction, supervises and monitors Parks and/or Gymnasium facilities, and may supervise, lead and direct youths and/or adults in a wide variety of recreational activities.

**IMPORTANT AND ESSENTIAL DUTIES**

Essential duties may include, but are not limited to, the following:

1. Supervises facilities and is department's on site representative.
2. Performs constant inspections of the facilities for safety and risk management items.
3. Opens and closes facilities for scheduled groups.
4. Turns field lights on and off for scheduled groups.
5. Sets up and tears down chairs and tables as needed.
6. Does light maintenance when needed.
7. Assists in program publicity through the use of flyer, newsletters, signs and posters.
8. Keeps records, and prepares related reports such as attendance, accident, incidents and maintenance request.
9. Works special events and assists in a wide variety of activity for children and adults.
10. Works well with others and is courteous in performing duties.
11. Adheres to City and departmental policies and procedures.
12. Performs other duties as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

1. Methods and practices used in maintaining effective recreational programs.

**Ability to:**

1. Supervise and monitor facilities, as well as recreational activities.
2. Write clear and accurate reports.
3. Establish and maintain effective working relationships with others.
4. Understand and speak Spanish (desirable).

**Page 2**  
**Recreation Leader I**  
**Job Description**

**Experience and Training Guidelines**

**Training:**

Graduation from high school or it's equivalent.

**Experience:**

Paid or volunteer experience working with people.

**Special Requirements:**

Must stay current in field, and acquire all necessary training that new technological changes may present.

Must have valid California Class C Driver's License.

**Essential duties require the following physical abilities and environmental conditions:**

Ability to sit, kneel, stand, walk, crouch, stoop, reach, twist, climb, and lift about 50 lbs.; may be exposed to the sun, and work under high and low temperatures (mostly between 40 and 90 degrees); may be exposed to frequent loud noises and toxic/poisonous substance, as well as slippery surfaces.