

CITY OF SAN FERNANDO

Supplement No. 167
Resolution No. 7586
Effective 2/3/14

RECREATION LEADER III

DEFINITION

Under direction, plans, supervises, leads and directs youths and/or adults in a wide variety of recreational and community service activities; Supervises, oversees, and monitors assigned shifts in programs, activities, and events to assure compliance with department objectives, as well as safety, and performance guidelines; performs other related duties as required.

IMPORTANT AND ESSENTIAL DUTIES

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

1. Supervises assigned shifts in the recreation and community services programs to assure compliance with department objectives, safety, and performance guidelines.
2. Assists in training part-time staff, interns, and volunteers in accordance with departmental policies and procedures.
3. Coordinates marketing and community outreach efforts.
4. Plans, develops, conducts, supervises and manages a wide variety of activities for children and adults, including sports, arts and crafts, contests, tournaments, games, drama, music, and special events.
5. Organizes, conducts, and supervises free play and team activities for adults and children.
6. Teaches fundamentals of play and sportsmanship in recreational activities.
7. Adheres to City and departmental policies and procedures.
8. Performs related duties as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

1. Methods, practices, and equipment used in maintaining an effective recreation and community services programs.
2. Program and activity promotion and advertising methodology.
3. Computer software, including Microsoft Office, Quick Books, Front Page, Adobe Professional, and Photoshop.

Ability to:

1. Organize, conduct, assign, and supervise recreational activities.
2. Write clear and accurate reports.
3. Establish and maintain effective working relationships with others.
4. Understand and speak Spanish is highly desirable, but not required.

Experience and Training Guidelines

Experience:

One year paid or two-year verifiable volunteer recreation and community services experience is required.

Training:

Graduation from high school or its equivalent is required. Completion of 45-semester units from an accredited university in the field of Recreational Studies, Kinesiology, Public Health, or a related field is highly desirable.

Special Requirements:

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

Must have a valid California Class C Driver's License at the time of appointment.

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.

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