



Job Code: 0165
FLSA: NE
Unit: PCEA
Revised: 6/01

SENIOR RECREATION LEADER

DEFINITION

The Senior Recreation Leader is the entry-level classification in the Community Services Division of the Department of Parks and Community Services. Under supervision, the Senior Recreation Leader is responsible for assisting in the implementation and leadership for a specific recreation program; performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from a Recreation Coordinator or Supervisor. Exercises certain supervisory responsibility over part-time and temporary employees.

TYPICAL DUTIES

1. Implementation of programs including securing facilities, supplies and equipment, training staff and scheduling activities.
2. Assists in ensuring program staff, equipment and supplies are available and ready prior to the start of program activity.
3. Trains and supervises part-time, temporary and volunteer staff; schedules staff, programs and facility usage.
4. Ensures activities run smoothly and according to program objectives and guidelines, and general departmental philosophy.
5. Maintains a variety of program records including attendance, accounting, accident/incident reports and citizen concerns.
6. Receives and accounts for program user fees.
7. Enforces City and department rules and regulations.
8. Performs routine facility/equipment maintenance tasks.
9. Renders basic First Aid/CPR as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

1. General recreation programming principles desirable.
2. Philosophy, rules, laws and/or regulations of assigned recreation program.

Ability to:

1. Organize people, supplies, equipment and facilities.
2. Plan and schedule activities.
3. Explain and enforce rules, regulations, procedures and program objectives.
4. Evaluate peoples' skills and qualifications.
5. Understand and solve problems and conflicts.
6. Keep accurate and complete records.
7. Write clearly.
8. Handle money and provide receipts or change as needed.
9. Administer basic First Aid/CPR.
10. Perform routine maintenance tasks.
11. Work evenings, weekends and/or extended hours during community events.
12. Exercise good judgment, tact, and courtesy.

Education and Experience:

Any equivalent combination of training and experience that would provide the knowledge, skills and abilities required to perform the essential duties of the job. A typical way to do this may be:

College coursework or experience in the specialty area assigned. Experience in assisting or directing a recreation program (preferably in specialty area) is desirable.

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License:

1. Possession of a valid Class C California driver's license.

Certification:

Certification in CPR and First Aid are required. Other certifications are desirable for verification of skills in specific program areas.