



***Temporary Employee
Classification***
Parks & Community Services

Recreation Program Leader

Job Task/Duties:

- Designs and develops program content.
- Manages program resources (equipment, facility, staff).
- Secures and accounts for supplies and materials.
- Develops program marketing and promotional materials and strategies.
- Acts as the City representative in the absence of regular employee.
- Designs, plans, and implements subprograms and activities.
- Evaluates subprograms in consultation with supervisor.
- Works directly with clients and directs staff in resolving problems.
- Interprets and enforces program, department and City policies and procedures.
- Oversees handling of money and financial reports; provides recommendations for budget development.

Responsibility Level:

- Responsible for independent decision-making when authorized by supervisor.
- Works independently with general direction and guidance.
- Supervises staff at other levels.
- Person in charge of sub program, activity, facility, other levels of temporary staff.

Experience Level:

- Possesses expert level of experience, skills and knowledge of program area and/or certification/expertise in the specific discipline associated with program.
- Possesses comprehensive knowledge of all policies and procedures related to program area and general knowledge of department and citywide policies and procedures.
- Will have advanced coursework, certifications and/or licenses for program area.
- Experience in emergency procedures and safety protocols.

Knowledge:

- Advanced knowledge of program/activity theory and philosophy.
- Advanced knowledge of program equipment and facility care/use.
- Principles and practices of money handling.
- City policies and procedures.

Skills:

- Possesses CPR - First Aid certification
- Provides basic staff training.
- Interprets City and program policy.
- Develops and implements program marketing and promotion materials.
- Determines problems and facilitates solutions.
- Establishes, facilitates and maintains effective working relationships.
- Provides excellent customer service.

Abilities:

- Develops program activities.
- Interacts with clients, staff and outside agencies and contractors.
- Provides leadership, direction and performance feedback to staff at other levels.
- Coordinates resources.
- Uses mature judgment and resolves conflict.

ASSIGNMENTS WITHIN RECREATION PROGRAM LEADER
 CLASSIFICATION

Division	Program	Assignment	Manager
Civic Arts	Theatre	Assistant Theater Technician Box Office Manager School Concert Coordinator	Jorgensen
	Environ. Ed.	Interpretive Services Coordinator	
	Youth Services	Youth Services Leader	
Human Services	Senior Center	Senior Center Leader	Morley
	RADD	RADD Leader	
Leisure Services	Tennis	Tennis Program Leader	Spiller
	Youth/Adult Sports	Gymnasium Program Leader	