

City of Yukon - General Employees Pay Plan

Recreation Leader I

Job Description

Exempt: No
Department: Recreation Leader I
Reports To: Parks and Recreation Director
Location: Recreation facilities
Date Prepared: May 18, 2012
Date Revised: June 15, 2012

GENERAL DESCRIPTION OF POSITION

Plans, organizes and coordinates community recreation classes, activities and programs for ages toddler to seniors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Opens and closes the recreation facility. Greets participants, schedules rentals, checks participants in, checks out equipment, makes membership card, enters data, answers the phone and. This duty is performed daily, about 75% of the time.
2. Plans, organizes, teaches and implements recreation classes, activities and programs. This duty is performed monthly, about 25% of the time.
3. Interprets and enforces rules and regulations as set forth by the recreation facility. This duty is performed daily, about 25% of the time.
4. Maintains discipline and enforces regulation of the facility to prevent accidents and ensure orderly conduct. This duty is performed daily, about 25% of the time.
5. Maintains cleanliness of the facility by following housekeeping duties. This duty is performed weekly, about 10% of the time.
6. Supervises activities for all ages. This duty is performed daily, about 50% of the time.
7. Responds to inquires about adult and youth programs. This duty is performed daily, about 10% of the time.
8. Helps coordinate, schedule and maintain housekeeping duties and cleaning supplies. This duty is performed daily, about 5% of the time.
9. Coordinates sports programs, collects fees, schedules officials. This duty is performed monthly, about 10% of the time.
10. Works with and supervises part time staff, volunteers and community service workers. This duty is performed daily, about 50% of the time.
11. Promotes interest and provides information regarding recreation programs. This duty is performed weekly, about 15% of the time.
12. Prepares, brochures, flyers, posters and press releases to promote programs. This duty is performed monthly, about 15% of the time.
13. Assists with special events as needed. This duty is performed monthly, about 10% of the time.

14. Makes sure excellent customer service is given to participants and visitors. This duty is performed daily, about 100% of the time.

15. Helps with special meeting preparation, snack, coffee bar set up, etc. Purchases small items for activities, inventories equipment and keeps equipment fixed and in working order. This duty is performed daily, about 10% of the time.

16. Assists supervisor with miscellaneous activities inside the center and outside, such as watering, weeding and clean up as needed. This duty is performed weekly, about 5% of the time.

17. Performs other related duties as scheduled as assistance with camps, special days and programs. This duty is performed daily, about 10% of the time.

18. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 2 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Bachelor's degree from an accredited university in recreation, physical education or a related field.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Great people skills and training in sports, cultural arts, safety, etc.

SOFTWARE SKILLS REQUIRED

Intermediate: Word Processing/Typing

Basic: Database, Payroll Systems, Presentation/PowerPoint, Spreadsheet

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to outdoor weather conditions; and occasionally exposed to work in high, precarious places. The noise level in the work environment is not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use

hands to finger, handle, or feel, reach with hands and arms, talk or hear; and frequently required to stand, walk, stoop, kneel, crouch, or crawl; occasionally required to sit, climb or balance, taste or smell. The employee must occasionally lift and/or move up to 50 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

excellent people skills

Job Description Acknowledgement

I acknowledge that I have read the Job Description for this position and understand the requirements, responsibilities, and duties therein. I have reviewed this Job Description with my supervisor and can perform the essential functions of the position. I have discussed any questions I may have had about this Job Description prior to signing this form.

Employee Name(printed): _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____