

Recreation Leader - General Job Description

Definition:

Under the general supervision of the Site Coordinator, Recreation Coordinator, and/or Recreation Supervisor assists with planning, organizing, implementing, instructing, directing and monitoring of the activities of school aged children. Ensure a safe, fun and educational environment for all participants.

Essential and other important responsibilities and duties may include, but are not limited to the following:

Essential Functions:

- Prepare, set-up, assist and participate in a wide variety of recreational activities inclusive of, but not limited to: games, sports, crafts, and special events.
- Contribute and participate in the development of programs & activities respective of age, interest, ability and varied skill level.
- Responsibly supervise and keep account of all participants while in the facility/program or on field trips.
- Enforce sign in/out procedures.
- Use positive discipline principles.
- Perform physical inspection of facility prior to, during and after use, ensuring a safe environment for participants and staff.
- Remove any damaged equipment from service.
- Set up, take down and clean-up the facility after use.
- Attend all staff meetings and training sessions.
- Report supply needs to direct supervisor.
- Administer first aid and handle emergency situations as they may arise.
- Assist periodically at District sponsored activities, events, or programs.
- Enforce COVID-19 health and safety policies.
- Other duties may be required.

Qualifications:

- Skills in planning, organizing and directing recreational programs.
- Skills in communication and public relations.
- Experience in working with school aged children in a recreational/educational setting.

Ability to:

- Be assertive in enforcing rules and maintain a safe environment.
- Organize groups and individuals in a recreational/educational setting.
- Communicate with participants, parents and school personnel in a clear and precise manner.
- Make quick decisions and use sound judgment.
- Enforce NHRPD and CJUSD/TRUSD policies and procedures.
- Work harmoniously with fellow employees, the public and other agencies.
- Work under stressful and sometimes difficult circumstances and be able to handle sensitive situations as they arise.

Experience and training guidelines:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Training/Education:

- Eighteen (18) years of age.
- Completion of the twelfth (12th) grade or higher.

Pre-Employment Testing:

- Must be fingerprinted with NHRPD.

Licenses Required:

- Possession of a valid California Drivers License, or California ID.
- Current Child/infant CPR and First Aid Certificate.
- Mandated Child Abuse Reporter Training to be obtained after starting employment.

Working Conditions:

Environmental Conditions:

- Indoor and outdoor environments.
- Exposure to heat, cold and occasional inclement weather conditions.
- Some irregular work hours, including evenings and weekends.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for lifting, bending, sitting, climbing, stooping, walking, crawling and operation motorized vehicles.