



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title:	Recreation Leader
Department:	Parks and Recreation
Division:	Recreation
Supervised By:	As Assigned
FLSA Status:	Non-Exempt
Revision Date:	March 2021

JOB SUMMARY

Within a well-defined framework of established policies and procedures; implement and participate in designated and specialized recreation programs and activities; provide leadership and resources to program participants; and perform a variety of administrative support functions in support of the assigned programs.

DISTINGUISHING CHARACTERISTICS

The Recreation Leader is the entry to journey level classification, depending on education and experience, in the seasonal Recreation series. Incumbents are seasonal and require excellent communication and interpersonal skills, knowledge of the assigned program area(s) and the ability to be flexible and to learn new recreational activities as necessary.

The Recreation Leader position is distinguished from the Recreation Specialist by the latter's greater level of responsibility and ability to act with a greater level of independence. Incumbents work under immediate supervision from the Recreation Coordinator or the Recreation Supervisor while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision to general supervision from assigned Recreation staff.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Provide direct leadership to program participants in assigned program areas such as day camp, special events, day trips and sporting events; interface with and act as a resource to participants.
- Plan, organize and implement various daily recreational activities in assigned program areas such as arts and crafts, games, special events and sports.

- Responsible for supplies and equipment utilized in recreational programs, activities and events; ensure equipment is used in an appropriate and safe manner.
- Assist program participants (both children and adults) on recreational trips and/or outings as assigned and during transportation.
- Document all incidents involving injury, behavioral problems and/or any unusual events; communicate to appropriate resources and supervisor.
- Supervise program participants to maintain participant safety at all times.
- Attend meetings, workshops, orientations and training sessions as required.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Provide positive customer service to applicants, participants and the general public; act as an information source regarding assigned programs and activities as well as the District's recreation programs in general; send requested brochures, schedules and applications; refer inquiries to appropriate District programs/services as necessary.
- Provide input and feedback to supervisor and staff regarding the effectiveness and/or success of assigned recreation program areas; observe needs and priorities of program participants, and make suggestions for program enhancements/modifications to improve current and future recreation programs/services.
- Participate in the preparation of proper facilities for assigned programs and activities; communicate with scheduled groups to confirm use of the facility and identify the needs of the user group.
- Assess and monitor the condition of the equipment and facilities being used for assigned programs and activities in terms of suitability, physical condition and safety; report any maintenance concerns to the appropriate parties immediately.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Basic first aid.
- Health and safety standards and practices as it relates to recreational activities.
- Specific recreational activities such as team sports, individual sports, arts and crafts, child care, music, drama, backpacking and/or camping, and/or other enrichment activities.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.

- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The ability to read and write at a level required for successful job performance for the entry level to the equivalent of completion of two years coursework at an accredited college or university specializing in recreation administration, physical education or closely related field for journey level.

Experience: Little or no directly related experience is required for entry level. At least one year of experience in a recreation leadership position expected for journey level.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy if driving for the District is required.
- Ability to obtain valid First Aid Certificate within the first six months of employment.
- Ability to obtain valid CPR Certificate within the first six month of employment.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Work is primarily performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; and excessive noise.

Position may require working beyond normal business hours and/or weekend work.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Frequently
Walking	Continuously
Walking on uneven terrain	Frequently
Driving	Occasionally
Hearing	Continuously
Speaking	Continuously

Seeing Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Frequently
Climbing (stairs/ladders/etc.)	Continuously
Crawling	Occasionally
Crouching	Frequently
Kneeling	Frequently
Pushing (25 lbs.)	Occasionally
Pulling (25 lbs.)	Occasionally
Stooping	Occasionally
Working at heights (10) feet above/below ground	Occasionally
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Occasionally
Working/Reaching at desk level	Continuously

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Continuously
11 to 25 lbs.	Frequently
26 to 50 lbs.	Occasionally
51 to 75 lbs.	Occasionally
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Frequently
Pushing	Frequently
Fine Manipulation	
Typing/Keyboard	Frequently
Calculator	Frequently
Writing	Frequently
Hand tools	Occasionally
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Occasionally

Computer mouse	Continuously
Phone receiver	Continuously
Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Occasionally
Arm	
Lateral	Continuously
Rotation	Continuously

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Shelves/Storage	6 feet
Other – Hang Banners/Posters	10 feet

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Continuously
Problem Solving	Continuously
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously

APPROVED BY: Sean Barclay, General Manager