

| DATE | May 2007 |
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| JOB CODE | |
| FLSA | NON-EXEMPT |
| EEO | |

JOB TITLE: Recreation Leader

DEPARTMENT/DIVISION: Parks & Recreation/Nature Preserve & Museum

REPORTS TO: Varies

SUMMARY:

Responsible for performing activities related to implementing recreation programs and athletic activities such as monitoring fields and sites, or in the case of the Nature Preserve and Museum create and implement educational/interpretive programs; setting up classes within Rec Trac; paying instructors and officials; scheduling attendants, seasonal staff and volunteers; and, resolving conflicts with patrons. Ensures activities are running smoothly. Works with limited supervision."

ESSENTIAL JOB FUNCTIONS:

- Assists in preparing and coordinating a wide variety of public events, classes, athletic programs, and/or activities, which may include: procuring supplies; scheduling entertainment; setting up sites; monitoring events; preparing program outlines; preparing league schedules; coordinating field rentals; and/or, performing other related activities.
- Schedules and coordinates the work of volunteers.
- Participates in marketing recreation programs, which includes: creating flyers, maintaining bulletin boards, preparing brochures, and/or performing other related activities.
- Sets up recreational programs in automated recreational tracking system for listings in City publications and on-line.
- Inspects facilities to identify and resolve potentially hazardous situations.
- Participates in the daily operations of assigned facility, which may include: organizing
 equipment, rooms, storage, and office areas; distributing and collecting gaming
 equipment within applicable facilities; setting up facilities for classes and/or special
 events; cleaning public areas; monitoring and maintaining inventory and supplies; and/or,
 performing other related activities.
- Assists with special events, which includes: setting up and tearing down for events; ensuring applicable equipment and supplies are readily available; and/or, performing other related activities.
- Provides front counter assistance and customer service to the general public, which includes: handling cash, answering telephones, reconciling the cash register and receipts, registering customers for classes and programs, and/or performing other related activities.
- Prepares a variety of financial paperwork, which includes: preparing payroll for instructors and counselors; preparing payments for vendors; preparing reports related to fees, payments, refunds, and transfers; and/or, preparing other related items.

Recreation Leader Page 1 of 3

- Monitors and maintains applicable inventory levels. Procures supplies and materials for programs and events.
- Monitors patrons utilizing recreation facilities. Identifies and resolves potentially hazardous situations.
- Responds to requests for information, complaints, and/or other related issues from the general public.
- Performs other duties as assigned.

Nature Preserve and Museum

- Leads guided tours or hikes for the public.
- Must be comfortable working in natural area settings and working independently.
- Processes requests for tours, site rental reservations and volunteer work projects.
- Recruits, trains and evaluates volunteers. Tracks volunteer hours and oversees volunteer projects.

SUPERVISORY/BUDGET RESPONSIBILITIES:

• Lead responsibility over Recreation Attendants.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of recreation operations in assigned area of responsibility;
- Knowledge of modern office equipment;
- Skilled in performing basic bookkeeping;
- Skilled in handling cash;
- Skilled in mediating conflict;
- Skilled in coordinating and monitoring the work of volunteers;
- Skilled in providing customer service;
- Skilled in performing routine cleaning and maintenance activities;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

Nature Preserve and Museum

- Knowledge of museum standards and practices.
- Knowledge of environmental education and interpretation methods.

MINIMUM QUALIFICATIONS:

• High School Diploma or G.E.D.

Parks

• One year of increasingly responsible recreation or athletic program experience.

Nature Preserve and Museum

• One year of experience leading educational/interpretive programs, preferably in a museum or natural setting.

PREFERENCES:

• None.

Recreation Leader Page 2 of 3

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, stooping, crouching, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in a standard office environment. Depending on area of assignment, may occasionally work outdoor in outdoor environments, with potential exposure to adverse weather conditions.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.

Recreation Leader Page 3 of 3