

CITY OF ONTARIO

CLASS CODE 9138 GROUP 9
DEPARTMENT REVIEW _____ DATE _____
PERSONNEL APPROVAL [Signature]
EFFECTIVE DATE _____
SUPERSEDES 3/15/93

RECREATION LEADER

DEFINITION

Under supervision of a community center coordinator or Recreation Supervisor, this is recreational work leading a variety of recreational activities at a park, community center, or other recreational area.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Organizes and leads a general program of activities at a park, community center or other recreational area; oversees the work of subordinate staff; leads activities such as: sports, arts and crafts, games, and special events; oversees operation of department facilities which have been reserved for use by occupants outside of the department; administers first-aid; maintains records and prepares reports; performs score-keeping and field maintenance; inspects facility for safety.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum: One (1) year of college course work in recreation, physical education, or related field; one (1) year of part-time recreation experience; or an equivalent combination of education, training and experience;

Ability to: communicate effectively both orally and in writing; perform all essential job functions; establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

Desirable: Knowledge of the objectives and philosophy of recreation programming; ability to organize and conduct various age groups in recreational activities; interpersonal, leadership and supervisory skills.