

CITY OF ONTARIO

CLASS CODE 9139 GROUP 9  
DEPARTMENT REVIEW 18 DATE 2-3-94  
PERSONNEL APPROVAL [Signature]  
EFFECTIVE DATE 2-7-94  
SUPERSEDES 3/15/93

SENIOR RECREATION LEADER

DEFINITION

Under general direction of a community center coordinator or Program Team Leader, this is recreational work supervising and coordinating activities at a park, community center, or other recreational area. Work is reviewed by observation and conference.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plans, organizes and leads a general program of recreational activities at a park, community center, or recreation area; stimulates interest and directs a variety of activities such as: arts and crafts, games, sports, special events, and other special activities; administers first aid; coordinates, directs and oversees the work of subordinate staff; keeps proper records; oversees operation of department facilities which have been reserved for use by occupants outside of the department; inspects facility for safety; maintains records and prepares reports.

OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Minimum: Two years of college course work in recreation, physical education, or related field; two (2) years of part-time recreation experience, or an equivalent combination of training and experience.

Skills: in coordination and leadership of personnel and participants;

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; working knowledge of first aid; valid California Class C driver's license.