

Jurupa Area Recreation and Park District Job Description

Job Title: Recreation Leader
Department: Recreation
Reports To: Recreation Coordinator
FLSA Status: Hourly
Approved By: Board of Directors
Approved Date: July 10, 2008
Pay-Rate: \$8.40-\$10.24/Hour

SUMMARY

Assists in conducting recreation activities in community center or other voluntary recreation facility by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Regular and timely assistance is mandatory. Scheduled work hours will include weekends, evenings and holidays. Security of facilities and keys is a necessary element.

Arranges chairs, tables, and sporting or exercise equipment in designated rooms or other areas for scheduled group activities such as banquets, wedding receptions, parties, group meetings, or sports events.

Performs basic routine maintenance at district facilities and as assigned.

Represents district policies and procedures, and performs public relations for the district.

Lead patrons in activities, follows schedules and registration requirements.

Monitors spectators and participants at sport events to ensure orderly conduct.

Receives, stores, and issues sports equipment and supplies.

Keeps attendance records, financial collections or scores at sporting events and other activities, operates necessary equipment, and monitors activities of children during recreational trips or programs.

Provides supervisor with necessary information concerning programs and supplies.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and six months related experience.

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LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess First Aid/CPR (Infant, Child & Adult) certification at time of hire or within 60 days from date of hire.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear; and taste or smell. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.