



**Jurupa Area Recreation and Park District**  
**Recreation Leader**  
**Job Description**

**Job Description:**

**Job Title:** Recreation Leader (Part Time)  
**Department:** Recreation  
**Reports To:** Recreation Coordinator/Supervisor  
**FLSA Status:** Non-Exempt  
**Approved By:** Board of Directors  
**Approved Date:** December 9, 2021  
**Pay Range:** \$15.50- \$18.89 / hour

**SUMMARY**

Under general supervision, assist in recreation programs; directs, organizes and conducts recreation activities for various age groups at community centers, parks and gymnasiums, special events or other assigned areas

**DISTINGUISHING CHARACTERISTICS**

This is a part-time position in the Recreation Department. Incumbents in this class perform a variety of recreational program support duties. Incumbents do not supervise other employees. They work alone on routine or regular work assignments, checking with supervisor on non-routine assignments or when in doubt as to the correct procedure to follow. Work is characterized by the presence of fairly clear guidelines from which to make decisions and the availability to provide guidance in non-routine circumstances

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Regular and timely attendance is mandatory. Scheduled work hours will include weekends, evenings and holidays. Security of facilities and keys is a necessary element.

Performs general facility inspections and maintenance to recreation facilities as assigned.

Attend applicable trainings and orientations.

Performs customer service functions; including answering phones and providing information, receiving and receipting program fees and facility deposits.

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, sporting events or special events.

Planning, organizing and overseeing recreation or educational programs for participants or all ages.

Assists in-maintaining and cleaning District facilities and as assigned.

Represents District policies and procedures, Iso performs public relations and customer service for the District.



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Assists volunteers in leading recreational activities or assignments.

Lead patrons in activities, follows schedules and registration requirements.

Assists in organizing, officiating and instructing children's activities including sports, contests, games and crafts; teaches fundamentals of play and sportsmanship in recreational activities.

Monitors spectators and participants at sporting events to ensure orderly conduct. Maintains a safe program environment for participants and staff.

Cares for, maintains, receives, stores, and issues all equipment and supplies and informs supervisor when there are hazards or equipment needing replacement.

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.

Clearly and effectively communicate orally and in writing.

Provides supervisor with necessary information concerning programs and supplies.

Other duties may be assigned.

**PRE-EMPLOYMENT QUALIFICATIONS**

Applicant must pass a Live Scan fingerprint process for criminal history background check, a pre-employment functional capacity test and a pre-employment drug screen for the presence of controlled substances. If you do not successfully complete each of these, your conditional offer will be withdrawn on its own terms.

**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.

**Knowledge of:**

- Indoor/Outdoor program development techniques and process.
- Recreational trends
- Arts and Crafts
- Indoor and outdoor games for children
- Basic homework tutoring (kindergarten – 6<sup>th</sup> grade)
- Effective instructional techniques
- Public relations, promotions and marketing techniques
- Basic budgeting, accounting and purchasing practices and principles



**Jurupa Area Recreation and Park District  
Recreation Leader  
Job Description**

- Basic objectives, methods and techniques of planned recreation
- Basic office equipment

Ability to:

- Be an authoritative figure at facilities, dances, excursions or special events;
- Be a source of accurate information;
- Gain and hold the enthusiasm of individual and/or groups;
- Plan and organize recreation programs for children;
- Learn and follow JARPD policies and procedures and interpret and follow departmental policies, rules and laws, and adhere to deadlines;
- Establish and maintain cooperative working relationships with those contacted in the course of work, specifically participants, parents, co-workers, and staff from partner agencies and work effectively with superiors and co-workers;
- Follow directions from a supervisor;
- Follow directions from supervisor and communicate problems involving several concrete variables in standardized situations to supervisor;
- Exercise good judgement, courtesy, tact and independent judgement appropriate to assignments;
- Learn current software in respective program areas to perform the essential and important functions of job;
- Perform CPR and first aid while exercising safe work practices;
- Appear for work on time, presentable and in clean uniform ;
- Assist in cleaning and maintaining facilities;
- Communicate, clearly and concisely, both orally and writing
- Accept constructive criticism

EDUCATION and/or EXPERIENCE

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

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. Possess a California Drivers' License and proof of vehicular insurance. Must pass background check.

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



**Jurupa Area Recreation and Park District  
Recreation Leader  
Job Description**

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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and risk of electrical shock. The employee is occasionally exposed to high, precarious places, fumes or airborne particles; extreme heat; and vibration. The noise level in the work environment is usually moderate.