

**CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION**

RECREATION LEADER II
May 2019

DEFINITION

Under general supervision, assists with and performs a variety of activities in support of recreation programs, facilities, and activities; may be assigned to assist with one or more areas, including, but not limited to, summer camp programs, facility support, coaching, administrative support, and/or pre-school programs; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Recreation Leader II is the journey-level classification in the Recreation Leader class series. Recreation Leader II is distinguished from Recreation Leader III in that Recreation Leader III incumbents are able to work independently and may assist with program development.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from supervisory or management staff in Recreation department.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

- Participates in planning, organizing, and leading recreation activities, which may include summer camp activities, pre-school activities, sports activities, and other events; participates in the development of activities to fit the abilities and interest of the participants;
- Follows and implements assigned curriculum, including teaching, overseeing, and/or coaching activities, which may include arts and crafts, group games, and sports; maintains group and individual discipline and code of conduct;
- Facilitates safe and positive recreation experiences; ensures a safe environment; assesses and minimizes risks; assesses and responds to potential injuries and prepares incident reports;
- Keeps records related to assigned function, which may include attendance, participation, progress, etc.;
- Assists with special events, including setup and break down, staffing, etc.;
- Organizes, inventories, and maintains necessary facilities and materials;
- Provides quality customer service to all encountered during the course of work, including instructors, participants, renters, and parents/guardians; registers participants for programs and events; communicates effectively and professionally to parents/guardians of program participants;
- Opens, closes, and secures recreation facilities, as needed;
- Performs a variety of clerical support and receptionist duties;
- Operates a computer and learns and uses software in the course of business, including recreation specific software;
- May be assigned to provide transportation and supervision to program participants, including field trips and special events;
- May be assigned to perform basic money-handling and accounting tasks, such as collecting, logging, and managing payments and refunds;
- May be assigned to perform general maintenance work on facilities, including garbage removal, vacuuming, washing tables, cleaning restrooms, and other similar tasks to ensure facilities remain

clean and operational;

- May be assigned to enter classes into database each season and help edit activity guide for the printers;
- May be assigned to purchase supplies for recreation programs; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Principles and methods used in organizing, conducting, and supervising recreational activities; recreation development, organization, and planning; operation of a recreation facility; City policies and procedures; record keeping techniques; cash handling techniques; basic first aid and safety practices and procedures; customer service principles; recreation activities and services; basic event management and principals; effective leadership and standard safety rules and practices; how to deliver effective recreation services; common crafts, sports, games and recreation activities appropriate for all ages; basic youth development principles; computer skills to include Microsoft Office.

Ability to: Implement and organize recreation program elements; conduct daily activities of assigned recreation program or function; work independently; prioritize and handle multiple program tasks; think and act quickly in emergencies; judge situations and people accurately; understand and carry out oral and written directions; establish and maintain effective and cooperative relationships with subordinates, peers, supervisors, and the public; communicate to customers clearly and understandably; use basic math skills; operate office equipment including computers, scanners, calculators, printers, and copiers; perform work in a safe manner; perform the physical duties of the job.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: A minimum of current enrollment in high school, with minimum age of 16 at time of appointment. Must possess a work-permit if required by law.

Experience: Equivalent to three (3) months of full-time experience (approximately 500 hours) of volunteer or paid work experience in recreation programs or equivalent. Depending on area of assignment, previous knowledge of and experience participating in the activity and/or sport is desirable.

Licenses: Depending on area of assignment, a valid, Class C California Driver's license may be required. Possession of or ability to obtain a first aid certificate. Possession of or ability to obtain a CPR certification. Completion of Mandated Reporter Training Certification may be required.

SPECIAL REQUIREMENTS

Vision adequate to perform assigned tasks; speak clearly; ability to bend, stoop, or crouch; physical stamina to complete assigned tasks; ability to work off-hours, shifts, or events as required; strength to lift and carry materials weighing up to 20 pounds; and the ability to work outdoors in a variety of weather and temperature conditions.