

**CITY OF MILLBRAE  
CLASSIFICATION SPECIFICATION**

**RECREATION LEADER I**  
**May 2019**

**DEFINITION**

Under close supervision, learns, 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 I is the entry level classification in the Recreation Leader class series. Recreation Leader I is distinguished from Recreation Leader II in that Recreation Leader II incumbents have previous experience and/or advanced education and are able to perform work more independently.

**SUPERVISION EXERCISED AND RECEIVED**

Receives 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.

- Assists 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 principles; 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**

**Education:** A minimum of current enrollment in high school, with minimum age of 15 at time of appointment. Must possess a work-permit if required by law.

**Experience:** No previous work experience is required. Depending on area of assignment, previous experience participating in or assisting with 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. Ability to obtain 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.