

**CITY OF STUART
JOB DESCRIPTION**

Title: ON CALL RECREATION LEADER
Department: Community Services
Job Code: 5026
Grade: H07
Exempt Status: Non-Exempt (On Call)

CHARACTERISTICS OF THE CLASS

Under the direct supervision of the Supervisor II, incumbent is responsible on an as-needed basis for assisting in the planning, organizing and coordinating comprehensive recreational programs. This includes but is not limited to short-term community interest classes, cultural programs, special events, front desk shifts, and rentals on an as needed basis. The incumbent may conduct, participate in and/or supervise leisure activities for all ages. Work is reviewed through observation and/or written reports for conformance to the center's rules and established policies.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Assist in the planning, promotion, organization, scheduling and leading in activities for youth and adult programs on an as-needed basis.
2. Substitute for regular staff in assisting in the direction and supervision of free play and team activities of children in outdoor/indoor play areas; teaches rules and playing skills of standard team and individual games and activities.
3. Maintains safety and health standards at all times while encouraging healthy and safe behavior; upon certification provides first aid, CPR, and AED when necessary.
4. Communicates and responds to inquiries regarding the department, use of facilities, programs and leisure activities.
5. Maintains records of attendance, programs, activities, equipment and monitors supplies.

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6. Recommends the writing of reports and requisition forms for supplies; reports needs for repair or maintenance work to building, equipment or facilities to direct supervisor.
7. Prepares snacks/food for participants according to health policies and regulations.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School graduate or its equivalent with two years experience in recreation programming. Must receive the CPR and AED Certification.

Possession of a valid Florida Driver's License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge of the principles, rules, materials, equipment requirements, and organization of a variety of play and recreational activities, including low organized games, free play activities, team sports, art and handicrafts.

Knowledge of the principles and practices of first aid, CPR & AED.

Ability to instruct, coach and supervise recreational activities as in camp counselors or as a participant in a variety of sports.

Ability to work irregular hours as necessary such as evenings and weekends.

Ability to identify and select activities suitable to individual and group needs and to instruct these activities.

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Ability to establish and maintain effective working relationships with employees, superiors and the public.

C. Physical Requirements:

Task involves frequent walking, at times over rough or uneven surfaces, sitting, stretching, pushing, pulling, bending, stooping, standing; some lifting and carrying objects of moderate to heavy weight (30-50 pounds); and/or the operation of vehicles, office equipment, keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.

Task requires taste perception and discrimination.

Task requires visual and color perception and discrimination.

Task requires oral and written communication abilities.

Task requires odor perception and discrimination.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Community Services Director

Received by: _____ Date: _____
Employee