

DEFINITION:

Under general supervision, a leadworker supervising the operation of recreation programs or related tasks including the supervision of Recreation Leaders and Recreation Specialists.

DISTINGUISHING CHARACTERISTICS:

Recreation Crew Leaders are involved in the development of programs and assist in the training and scheduling of staff. They must have a basic understanding of programs and be able to communicate related policies and procedures to staff and the general public.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification:

1. Supervise specific recreation programs “on-site” and supervise the Recreation Leaders and Recreation Specialists involved in those programs.

Measures: Responsible and adequate leadership and supervision are provided.

2. Respond to concerns of volunteers, staff, and participants, and communicate program progress to immediate supervisor.

Measures: Program and safety concerns are recognized and addressed, and responses and/or program progress is/are communicated to appropriate individual.

3. Assist supervisor with on-site administration of program and act as supervisor in his/her absence.

Measures: Demonstrates an understanding of policy and procedures relating to program operation, and the ability to supervise staff, monitor participation, recognize safety hazards, and work effectively with the public.

4. Assist with developing, supervising and evaluating programs and facility/center.

Measures: Demonstrates ability to follow directions, work well with all ages, understands and interprets departmental policy, and works effectively with other agency officials.

5. Supervise staff and inspect facility operations.

Measures: Ensures sound maintenance procedures are being used, hazardous conditions are

recognized and corrected immediately, and equipment and vehicle use is properly monitored.

6. May be required to perform CPR and First Aid as deemed necessary.

Measures: Certifying agency's guidelines are followed.

7. Provide information pertaining to City sponsored recreational events and activities to the public.

Measures: Timely and accurate information is provided.

8. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Knowledge of recreation activities, sports and services, and recreation facilities/centers; appropriate policy and operating procedures pertaining to assigned areas of responsibility; and effective supervisory skills.

Ability to:

Ability to supervise employees and effectively interact with the public and subordinate staff, including volunteers; function in a high energy environment and provide quality customer service to participants of all Recreation Division programs; and communicate program or activity progress to supervisor.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. Typical education would include a high school diploma or equivalent, or current enrollment as a student.

Experience:

A minimum of one year of experience in assigned area of responsibility with demonstrated leadership skills.

Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment. Must possess same certificates required of employees supervised.