

JOB DESCRIPTION

City of Patterson



Human Resources

PART TIME RECREATION LEADER

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under supervision from the Recreation Supervisor. will work with youth sports, programs including working with coaches, parents, and children ages 5 – 18. Provide recreation component at Youth sports, camps, and events. This involves organizing and coordinating multiple kids in a safe and fun environment. This involves working with staff to provide these programs and activities. Organize and teach participants games and activities such as Dance, music, arts & crafts, etc.) With assistance from the Recreation Coordinator, this will involve coordinating, scheduling, and overall planning of the programs. Assist in the preparation of and participating in special events.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Recreation Supervisor. This position will exercise no supervisory duties.

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

Be prepared and flexible in order to run a quality recreation program.

Ensures participant safety and well-being during all activities.

Ensures the proper handling of first aid and emergency situations.

Be responsible for keeping your area of all facilities clean.

Communicates with supervisor and parents as needed regarding participants' progress and special needs.

Must be a team player, work well with others.

This is a very active position. All participants must be able to be active and participate in recreational activities.

MIMIMUM QUALIFICATIONS

Knowledge of: Common sports, games, and other recreation activities. Rules and techniques of common sports and games. Basic record practices. Good leadership and supervision skills. Must be able to demonstrate patience and take appropriate corrective action with child as necessary.

Ability to: Understand and carry out oral and written directions. Communicate and interact effectively with parents, co-workers, the public and young children and demonstrated interest in youth activities. Plan, organize, and deliver program elements. Make sound independent judgments within specific program or activity guidelines and practices.

Education: Must have a High School Diploma or GED equivalent.

EXPERIENCE AND CERTIFICATION(S)

Any combination of experience and training what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: recreation or related experience relevant to the area of assignment, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. Bilingual (Spanish/English) preferred.

License or Certificate:

Completion of First Aid

CPR certification

PHYSICAL REQUIREMENTS

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings. and have availability to work off-hours shifts or events as required; strength to lift and carry materials weighing to 40 pounds; mobility to lead groups in recreational activities involving physical exertion; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

NECESSARY SPECIAL REQUIREMENTS

16 years of age and older preferred. If under 18, must qualify for a work permit and have completed your sophomore year in high school.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

FLSA Status: At will – Non-exempt

Established: January 22, 2016

Revised: January 13, 2022