
ORGANIZATION: City of Newport
DEPARTMENT: Parks and Recreation

LOCATION: Newport, Oregon
DATE: July 2008

Non-Exempt

JOB TITLE: Recreation Leader

Range R-1

PURPOSE OF POSITION:

Provide healthy, safe recreation experiences for children and adult participants and volunteers in recreation activities and programs. Oversee small groups of children independently and large groups of children as a member of a team.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Provide recreational games, crafts, activities, and direction for children who are six weeks old through 12 years old, including supervision of volunteers. Assist with training new staff members.

Promote and sustain programs that provide quality recreation experiences for children.

Communicate with parents about their children's activities, behavior, and abilities. Discuss issues or problems with supervisor.

Assist with a variety of Recreation Center Programs for children or adults, including providing input on developing and implementing new programs and practices.

Prepare snacks, activities, crafts, and materials for children. Maintain a clean, safe, structured environment for youth. Teach and encourage teamwork and sportsmanship. Organize, initiate, and follow through with creative crafts for children. Manage, instruct, and facilitate activities for children's groups. Monitor and interact with children with special needs. Run errands as needed. Check children for nits and lice. Clean up bodily function accidents. Setup, prepare, and handout snack. Stack chairs, sweep, and wipe down table. Provide first aid to injured children.

Maintain, secure and organized logs, reports, and other paperwork. Clean and organize toys, games, and other Recreation Center property.

Develop and maintain a positive working relationship with colleagues, supervisors, patrons and others.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school equivalency AND six months related experience.

KNOWLEDGE: Knowledge of principles, terminology, techniques, methods, supplies and equipment, basic rules and skills involved in a variety of children's activities. Knowledge of the philosophy, and objectives of the child care, and the purpose, use, and benefit of various elements of specific programs available during child care.

SKILLS: Skill in the use of personal computers, various related software programs, standard office equipment, and childcare equipment.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to establish and maintain effective working relationships with employees and City officials. Ability to communicate effectively, both orally and in writing, with individual and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

SPECIAL REQUIREMENTS:

Certification in Infant and Child CPR, First Aid, Adult CPR and AED within three months of hire. Food Handler's License.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to five pounds and rarely lift or move materials over sixty pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required to operate equipment such as computers, keyboards, telephones, standard office equipment, and recreational equipment. The position requires the mobility to interact with and use parks and recreation equipment. The position risks harm from physical hazards, including biohazards and obstacles in the work area.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location may be indoors where most of work period occurs in a child care center, gymnasium, swimming pool or other recreation facility. Work may also occur outdoors with exposure to all types of weather.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Youth Programs Coordinator.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

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| Incumbent Name | Incumbent Signature | Date |
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| Supervisor Name | Supervisor Signature | Date |
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*Date Revised: July 2008
Approved by: _____
City Manager*