



ORGANIZATION: City of Lincoln City
JOB TITLE: Recreation Leader III
FLSA STATUS: Non-Exempt, Grade 3
UNION: AFSCME
UPDATED: August 2018

PURPOSE OF POSITION: Responsible for the planning, organization and direction of recreational activities or programs, including summer camp, after school program or special events. Recommend new programs and program enhancements. Ensure safe, fun and appropriate behavior through supervision of program participants. Instruct and direct subordinate Recreation Leaders and volunteers.

ESSENTIAL JOB FUNCTIONS:

Train and mentor employees, schedule work, assist to determine work to be performed and assign and review work as directed by Supervisor. Provide input into the hiring and performance evaluation of team. Monitor activity staff involved with program instruction and participate in activities of staff.

Respond to various questions, resolve problems that arise at the worksite and provide technical assistance to team involving work tasks.

Keep accurate and detailed records, including expenses. Submit program budget recommendations to Supervisor as requested.

Plan and organize assigned recreation programs. Schedule program activities and arrange for necessary logistical support. Provide direct hands-on instruction and guidance to children and youth participants. This includes, leading an arts and crafts activity, supervising a group game and/or leading a field trip. It also includes active interaction and participation with the children in planned programs.

Provide supervision and ensure the safety of children and youth program participants inside and outside, including the Community Center pool.

Participate in marketing of programs as directed, including preparing program informational materials, flyers, brochures and websites. Also includes making media contacts and public speaking engagements.

Act as a liaison between program areas and other staff, departments, schools, or the public as needed.

Maintain program equipment in safe working order. Make repairs or notify appropriate individuals of needed repairs. Order supplies as necessary.

Use the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, cooperative and productive working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel. Act as a role model for safety to other members of the team.

Other related duties as assigned.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Equivalent to High School education supplemented by additional training specific to child education and/or child care, arts and crafts or sports programs and over three years child education or child care experience or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Considerable knowledge of assigned program areas and related instruction methods, first aid and emergency procedures, practices, trends and laws governing program area. Demonstrated communication, interaction, organization, leadership, patience and creative thinking skills.

SPECIAL REQUIREMENTS/LICENSES: Depending on specific program assignments, may require appropriate certifications or licenses. Possession of a current CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain one throughout employment.

DESIRABLE REQUIREMENTS: Experience working in a camp or activity-driven daycare environment. Training and experience working with children with disabilities. Bilingual (English/Spanish).

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, balance, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 15 pounds on a regular basis and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required over 70% of the work period while operating program equipment (such as sporting equipment or arts and crafts supplies) and/or computer keyboard, calculator, telephone and other standard office equipment.

WORKING CONDITIONS: Working conditions will vary depending on assigned programs and may involve considerable exposure to outside environments as well as an aquatic environment.

SUPERVISORY RESPONSIBILITIES: Supervision is not typically assigned to this position. Does monitor and direct subordinate Recreation Leaders and volunteers.

SUPERVISION RECEIVED: Works under the general supervision of the Recreation Coordinator.