

**City of San José**  
**CLASS SPECIFICATION**

**Title: Recreation Leader FT/PT (6108/6109)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Parks and Recreation	Varies	Non-exempt

**CLASS SUMMARY**

Under general supervision, performs a variety of duties in support of the City's recreational programs serving individuals of all ages and abilities. Provides a safe environment among participants at a park, playground, sports field, or recreation center. Reviews the condition of facilities to make sure they are clean and free of any hazards. Responds to clients' requests, comments and complaints. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

The Recreation Leader is in the Recreation Leader series, which assumes responsibility for performing a variety of administrative and operational duties in support of an assigned program area. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The Recreation Leader differs from the next lower class of Community Services Aide in that incumbents of the latter class function in a support capacity to other recreation personnel. It differs from the next higher class of Senior Recreation Leader in that incumbents of the latter class are responsible for planning and conducting a variety of recreation activities and events, and may supervise the work of lower level recreation program staff.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education and Experience**

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate).

**Acceptable Substitution**

None

**Required Licensing (such as driver's license, certifications, etc.)**

- A valid First Aid certificate is required and must be maintained. Must provide proof of a valid certificate or will need to obtain a certificate within one (1) year of hire. This requirement does not apply to seasonal hires.
- A valid CPR certificate is required and must be maintained. Must provide proof of a valid certificate or will need to obtain a certificate within six (6) months of hire. This requirement does not apply to seasonal hires.

**Necessary Special Qualification**

Those applicants in their last semester of high school are permitted to apply, but will be required to provide proof of graduation prior to obtaining a work assignment.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

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- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service – Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Reliability – Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

- Possession of a valid State of California Class A or B driver's license with applicable endorsements is highly desirable.

<b>DUTY NO.</b>	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Provides a safe environment among participants at a park, playground, sports field, or recreation center; interacts with participants and responds to requests, comments and complaints.	Daily/Several Times
2.	Performs routine safety checks at facilities and watches for safety of participants and spectators; ensures that facility has been cleared and cleaned after event has concluded.	Daily/Several Times
3.	Registers participants for classes, drop-in programs, memberships and special events; performs related administrative tasks such as assisting in report preparation, and maintaining records; operates and utilizes a variety of standard office equipment, including but not limited to computers, printers, scanners, phones, calculators, fax, software programs, and accounting machines and equipment.	Daily/Several Times

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4.	Assists in marketing and outreach efforts, including use of social media platforms to promote recreation programs; participates in preparing publicity such as calendars, newsletters, flyers, posters, brochures and related materials.	Daily/Several Times
5.	Provides coverage for facility rentals and checks in with rental clients by reviewing event details and set up, maintains consistent communication with client throughout the event.	Daily/Several Times
6.	Maintains collaborative relationships with schools, other governmental agencies, and community-based organizations.	Daily/Several Times
7.	Issues and collects supplies and equipment; ensures that instructional or craft materials, equipment, facility, fields, and courts are properly prepared.	Daily
8.	Participates in recruiting volunteers for recreation programs by tabling at events, resource fairs, and canvassing.	Daily
9.	Participates in and assists with recreation activities and programs for diverse populations.	Daily
10.	Participates in and assists with special recreation activities such as arts and crafts, gardening, dance or drama.	Weekly
11.	Participates in and assists with group and individual athletic, recreational, instructional, or entertainment activities for all ages.	Weekly
12.	Assists in organizing and conducting special recreational events such as trips and outings.	Weekly
13.	Organizes and teaches various sports and games that are suitable and safe for groups of different sizes, abilities, and ages.	Weekly
14.	Performs first aid and CPR in case of injury.	Intermittent
15.	May transport recreation program participants including persons with special needs in City vehicles.	Intermittent
16.	Performs other related duties as assigned.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Lift, carry, push, and pull tools, equipment, and supplies weighing on average 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Communicate in person and over the telephone;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

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- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to program activities, possess ability to:

- Work in an outdoor environment with unpredictable working conditions including but not limited to exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, and odors.
- Swim for various periods of time (may be required for some positions).

**CLASSIFICATION HISTORY** *Created 7/80 (Formerly Recreation Leader I and II), Rev. 11/80, Rev. 4/85, Rev. 12/86, Rev. 4/92, Rev. 12/96, Rev. 9/97, Rev. 03/19; s005*