

## Recreation Leader - General Job Description

### **Definition:**

Under the general supervision of the Site Coordinator, Recreation Coordinator, and/or Recreation Supervisor assists with planning, organizing, implementing, instructing, directing and monitoring of the activities of school aged children. Insure a safe, fun and educational environment for all participants.

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

#### **Essential Functions:**

- Prepare, set-up, assist and participate in a wide variety of recreational activities inclusive of, but not limited to: games, sports, crafts, and special events.
- Contribute and participate in the development of programs & activities respective of age, interest, ability and varied skill level.
- Responsibly supervise and keep account of all participants while in the facility/program or on field trips.
- Enforce sign in/out procedures.
- Use positive discipline principles.
- Perform physical inspection of facility prior to, during and after use, ensuring a safe environment for participants and staff.
- Remove any damaged equipment from service.
- Set up, take down and clean-up the facility after use.
- Attend all staff meetings and training sessions.
- Report supply needs to the Site Coordinator.
- Administer first aid and handle emergency situations as they may arise.
- Assist periodically at District sponsored activities.
- Enforce COVID-19 health and safety policies.
- Other duties may be required.

#### **Qualifications:**

- Skills in planning, organizing and directing recreational programs.
- Skills in communication and public relations.
- Experience in working with school aged children in a recreational/educational setting.

#### **Ability to:**

- Be assertive in enforcing rules and maintain a safe environment.
- Organize groups and individuals in a recreational/educational setting.
- Communicate with participants, parents and school personnel in a clear and precise manner.
- Make quick decisions and use sound judgment.
- Enforce NHRPD and CJUSD policies and procedures.
- Work harmoniously with fellow employees, the public and other agencies.
- Work under stressful and sometimes difficult circumstances and be able to handle sensitive situations as they arise.

**Experience and training guidelines:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

**Training/Education:**

- Must be 18 years of age.
- High school Diploma or GED.
- Education in recreation, physical education or child development.

**Pre-Employment Testing:**

- Must be fingerprinted with NHRPD and CJUSD.
- Negative TB Test within the last year.
- Passing score on CJUSD Para-Educator exam.
- Mandated Child Abuse Reporter Training to be obtained after starting employment.

**Licenses Required:**

- Possession of a valid California Drivers License.
- Current Child/infant CPR and First Aid Certificate.

**Working Conditions:**

**Environmental Conditions:**

- Indoor and outdoor environments.
- Exposure to heat, cold and occasional inclement weather conditions.
- Some irregular work hours, including evenings and weekends.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for lifting, bending, sitting, climbing, stooping, walking, crawling and operation motorized vehicles.