



North Highlands Recreation and Park District

RECREATION LEADER - SPORTS

DEFINITION:

Under the general supervision of the Recreation Coordinator assists with planning, organizing, implementing, instructing, directing, and monitoring of programs, classes, facilities/fields for elementary, teen and adult programs. Ensures that the facilities/fields are used for the intended purpose and provides a safe environment for all involved.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:

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

Essential Functions:

- Directs, supervises, and deals effectively and positively with parents, participants, team members, spectators, and others in recreational activities.
- Performs physical inspection of facility prior to, during and after use.
- Reports all league results and updated information to the Recreation Coordinator.
- Attends all staff meetings and training sessions.
- Provides all necessary forms, waivers and other items needed to the participants, spectators, coaches, and fellow Team Members. Ensures that proper district forms, waivers and releases are maintained.
- Maintain attendance, activity, accident and incident records and reports as needed.
- Responsible for opening & closing of the facility. Includes proper alarm procedures.
- Reports and replaces supplies as needed, including any equipment which needs to be replaced. Removes any damaged equipment.
- Restocks paper products (paper towels, toilet seat covers, toilet paper, etc.) as needed.
- Responsible for cleaning of gym, fields including restrooms and surrounding areas.

Marginal Functions:

- Administer first aide and handle emergency situations as they may arise.
- May assist periodically at District sponsored activities.
- Resolves conflicts with team members, participants, and others and takes the appropriate action. Includes written report(s) and notification of the incident(s) to the Recreation Coordinator.
- Checks restrooms and flushes toilets as needed.



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- May be required to clean up bodily fluids.
- Sets up, takes down and cleans up the facility after use.
- Other duties as may be required.

Qualifications:

Knowledge of:

- Ability to organize groups and individuals in a recreational/facility setting.
- Skills in planning, organizing, and directing recreational programs.
- Skills in communication and public relations.
- Ability to work cooperatively and harmoniously with the public and fellow employees.
- Experience in working with youth and adults in a recreational setting.
- Competent knowledge of specific sport(s) and governing rules of play.
- Must possess dynamic leadership skills.

Ability to:

- Be assertive in enforcing rules and maintain a safe environment.
- Communicate with participants, parents, spectators, and school personnel in a clear and precise manner.
- Make quick decisions and use sound judgment.
- Enforce District policies and procedures.
- Prepare reports and present recommendations in a thorough and well thought out manner to Recreation Coordinator.
- 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.
- Have own transportation.



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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 16 years of age.
- One year of progressive leadership and program planning experience.
- Education and experience in recreation, physical education or athletics.
- Familiar with Recreational program planning and general league operation.

License/Certificates Required:

Pre-Employment Testing:

- Must be fingerprinted.

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, standing, climbing, stooping, crawling, and operating motorized vehicles.

11/2022