

**CITY OF HAINES CITY
JOB DESCRIPTIONS**

**DEPARTMENT: RECREATION DEPARTMENT
REPORTS TO: RECREATION SUPERVISOR**

RECREATION LEADER II

GENERAL DESCRIPTION:

This position is responsible for work in organizing and conducting various recreational activities with a major recreation program. Work may be performed at either an indoor or outdoor recreation site, or a combination thereof. Responsibilities include being prepared to organize and conduct varied activities suited to the interest level of participants and cleaning, maintaining and caring for recreation equipment and the community center. Operating and maintaining all aquatic facilities throughout the department. Work schedule will require some evening and weekend hours. Duties are performed under the supervision of the Recreation Supervisor and is reviewed while in progress through observation, conferences, and reports submitted for the achievement of desired results.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Organizes, directs and promotes varied recreation programs and activities.

Assists the Recreation Leader III in planning, organizing, and implementing all athletic programs and leagues.

Assists in long range planning of special programs and/or events.

Assists in organizing, promoting and directing tournaments and special events adapted to community and special needs.

Assures the administration of safety precautions and administers first aid as required.

Maintains and operates parks and recreation equipment and facilities.

Assists in planning playground or center programs, including coordination of arts and crafts, sports and individual activities.

Operates and maintains swimming facilities; cleans the pools; checks pumps and filters to ensure proper working order.

Enforces the swimming rules and regulations; exercises mature judgment based upon experience, education and management skills; deals tactfully with complaints.

Collects monies for registration fees and rentals.

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Administers first aid and emergency life saving techniques as necessary.

Supervises lifeguards while on duty, assuring their alertness at all times.

Assists in the establishment and maintenance of good public relations.

Completes detailed reports on all accidents.

Completes daily log sheet. Conducts routine safety inspections of pool area.

Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills:

Working knowledge of the techniques of organized parks and recreation activities. Skill in a variety of recreational activities and ability to become reasonably proficient when needed. Ability to present recreation programs and direct activities effectively; lead and direct others; maintain effective working relationship with associates, subordinates, and the public; administer first aid; and maintain and compile reports. Working knowledge of a variety of first aid methods and necessary safety precautions used in recreation work. Must be physically capable to perform essential functions as required.

(Aquatics) Considerable knowledge of water safety techniques and their use, and the use of rescue equipment. Working knowledge of swimming pool operations including operation and maintenance of the swimming pool filtration systems; and first aid techniques, lifesaving techniques, and considerable skill in their administration. Excellent swimming skills. Ability to respond quickly in emergency situations, to operate and maintain lifesaving equipment. Ability to enforce water safety rules and regulations and establish and maintain effective working relationships with other employees and the general public.

Training and Experience: Requires some college education-working toward a degree in Parks and Recreations or similar. Or, an equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Special Requirements: Must have valid Life guarding Certification; a Standard First Aid card as issued by the American Red Cross and CPR Certification or the ability to obtain these certifications within 6 months.

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