

**CITY OF HAINES CITY
JOB DESCRIPTION**

**DEPARTMENT: RECREATION DEPARTMENT
REPORTS TO: PARKS & RECREATION DIRECTOR**

RECREATION LEADER III

GENERAL DESCRIPTION:

This is responsible work performing a variety of recreational activities at a recreation facility and adjacent grounds. An employee in this position may independently organizes and supervises assigned recreation programs and activities. Assignments require coordination of programs for all age groups. This work schedule may require evening and weekend hours. Work is performed under general supervision and is evaluated 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.)

Implements recreational activities or programs.

Leads staff members and volunteers in carrying out special activities.

Explores or develops new techniques and approaches.

Supervises a recreation program for a center which may include a recreation building, indoor center, playground, athletic center or any combination of facilities.

Oversees the use of all equipment and inventory at the center; checks equipment in and out to all personnel and makes minor repairs to equipment. Responsible for the organization of programs which includes scheduling, recruitment of volunteers, registration, etc., as needed. Assists in planning specialized programs. Assures that recreation facilities are run efficiently and smoothly and that all safety precautions are followed. Performs the duties of other Recreation Leader classifications as needed. Assures the administration of safety precautions and administers first aid as required. Coordinates and operates senior programs. Performs related non-essential duties as required.

MINIMUM QUALIFICATIONS

Knowledge, Abilities and Skills: Considerable knowledge of the philosophy and objectives of recreation; the principles and practices used in organizing and directing play and recreation activities; and the rules and regulations governing various competitive athletic games with an emphasis on senior activities. Working knowledge of a variety of first aid methods and necessary safety precautions used in recreation work; manual arts and crafts, dramatic and music programs. Ability to plan and coordinate various parks and recreation activities and programs; ability to put such programs into effect; establish and maintain effective working relationships with the general public; and communicate effectively with others both orally and in writing. Must be physically capable to perform essential functions as required.

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Training and Experience: Minimum of a four (4) year college degree with major course work in recreation, physical education, or a closely related field. One year experience in conducting recreational programs or an equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Special Requirements: Must have, or be able to obtain within six (6) months, a Multi-Media First Aid certificate; and have, or be able to obtain CPR certification.

Revised December 2006