



## City of Laguna Niguel Job Description

### **SENIOR RECREATION LEADER PT**

Maintenance, Clerical, and Technical Unit  
FLSA: Non-exempt

#### **DEFINITION**

Plan and implement a variety of special events, programs, special projects, and camps.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Recreation Supervisor.

Supervises Recreation Leaders and Recreation Aides.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Supervise staff and children during events and programs.
- ◆ Prepare and distribute program publicity including flyers, press releases, and calendars.
- ◆ Supervise and assign duties to Recreation Leaders and volunteers.
- ◆ Evaluate performance of Recreation Aides and volunteers.
- ◆ Keep accurate and detailed records.
- ◆ Evaluate programs.
- ◆ Assist Recreation Supervisor with planning and implementing special events and programs; set-up and take-down tables, chairs, canopies, etc.
- ◆ Help with general office duties, including answering the telephone and registering patrons.
- ◆ Monitor facility use.
- ◆ Perform related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- ◆ Recreational, cultural, and social activities for children, teens, adults and/or seniors.
- ◆ Special events, teen and children programs, arts and crafts, and indoor/outdoor games and activities.

##### **Ability to:**

- ◆ Plan fun and creative events/programs for children, teens, adults, and/or seniors.
- ◆ Establish and maintain cooperative working relationships.

- ◆ Prepare for programs by doing research and/or by using existing skills.
- ◆ Make quick and appropriate decisions when unexpected situations occur; solve problems when dealing with the public.
- ◆ Alter planned activities when unforeseen circumstances occur, such as inclement weather.
- ◆ Understand and carry out oral and written instructions.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Communicate with the public in a professional, cooperative, and courteous manner.
- ◆ Learn to use the computer.
- ◆ Work a varied schedule of hours, which may include nights, early mornings, weekends, and holidays.

**Experience and Training:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Two year's experience in working or volunteering in recreation programs, classrooms, daycare, or a similar setting.

Equivalent to completion of twelfth grade. Some college-level coursework in recreation, education, child development, or related field desired.

**Licenses:**

Possession of, or ability to obtain within 15 days of employment, First Aid and CPR certificates.

**PHYSICAL DEMANDS**

*The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to walk, sit, talk, or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office and moderate when in the field.