RECREATION LEADER  
(SEASONAL RECREATION LEADER)

DEFINITION

Under general supervision, directs or teaches a recreation program or activity in a specialized field; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Three months public contact experience; OR graduation from high school or GED equivalent; OR four months Latchkey experience (1/2 school year).

LICENSE OR CERTIFICATE

Some assignments may require certification in Basic First Aid and CPR.

DISTINGUISHING CHARACTERISTICS

This is the entry-level position in the Recreation Leader class series. Incumbents direct or teach a specialized recreation activity or program. This class is distinguished from Senior Recreation leader by the fact that incumbents in the Senior Recreation leader classification have lead and work coordination responsibilities for other Recreation Leaders. Weekends and evening shifts may be required.

SUPERVISION EXERCISED

N/A

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Direct and coordinate recreation activities, organizing groups and classes by age and ability, and registering participants.

Supervise the issue, use and care of supplies and equipment.

Maintain records on activity and program operation and prepare reports as necessary.

Prepare publicity and public relations information for an assigned program or activity.

Oversee participants and patrons to ensure safety.

Demonstrate operation of cash register and concession appliances and equipment.

Perform basic janitorial duties.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of:
Washoe County Parks and Recreation operations, administrative policies and procedures
Goal, objectives, functions, protocol, and activity guidelines of an assigned recreation program or activity.

**Ability to:**
Teach and conduct an assigned recreation program or activity with minimal guidance and supervision.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
General math, including addition, subtraction, multiplication, and division.

First aid.

**Ability to:**
Ability to learn the principles, practices, equipment, and organization of an assigned recreation program or activity.

Plan and conduct recreation activities geared to appropriate age groups.

Demonstrate and promote participation in recreation activities.

Demonstrate teaching techniques.

Inspire confidence and enthusiasm.

Develop information and prepare reports.

Communicate effectively, both orally and in writing.

Relate objectively and without bias to individuals from diverse populations.

Establish and maintain effective working relationships with department and recreation program staff, vendors, parents, children and the public.

Acquire certification in Basic First Aid and CPR

**SPECIAL REQUIREMENTS**
*Essential duties require the following physical skills and work environment.*

Ability to sit, stand and walk for extended periods. Ability to frequently stoop and kneel. Ability to use recreation activity equipment and operate office equipment, including computer, telephone, calculator, copier, and FAX machine. Ability to lift and carry objects weighing up to 50 pounds. Ability to work outdoors in varying temperatures and weather conditions.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*