

## **CITY OF AGOURA HILLS**

### **RECREATION LEADER I**

#### DEFINITION

Assists in conducting diversified recreation programs including games, sports, and special events; and, performs related duties as required.

#### CLASS CHARACTERISTICS

The Recreation Leader I is a part-time classification, which supports other departmental staff in the execution of departmental activities. Incumbents in this class work under close supervision.

#### EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Assists in the instructing and facilitating of recreational classes.
2. Assists in planning, organizing, promoting and direction of recreational activities, classes, camps and sports leagues. Develops participant interest and enthusiasm. Assists in the encouragement of participation and good sportsmanship.
3. Monitor Recreation Center; scorekeeper for recreational sports leagues.
4. Assists in the set-up and execution of other recreation programs and special events.
5. Prepares the recreational facility for program activities; directs the use and care of recreational equipment and facilities.
6. Collects program registrations and fees; prepares records and activity reports in accordance with established procedure.
7. Participates in program publicity and promotional activities.

#### QUALIFICATIONS GUIDELINES

##### Education and/or Experience

Must be 16 years of age or older, and obtain a work permit if required by law. Experience as a volunteer or participant in recreational activities desirable, or any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance.

### Knowledge, Skills, and Abilities

Communicate effectively orally; set-up equipment and prepare recreation facility for programs; understand and follow verbal and written directions; knowledge of municipal recreation practices, and basic rules and regulations governing group athletic games and sporting events; establish and maintain cooperative working relationships.

### Special Requirements

Possession of or ability to obtain American Red Cross certificates in First Aid and CPR.

### Physical Demands

While performing the duties of this class, the employee is regularly required to sit, talk or hear, both in person or on the telephone, operated standard office equipment. The employee is frequently required to stand and walk. The need to lift, carry and push tools, equipment and supplies weighing up to 50 lbs is sometimes required. Specific vision abilities required by the position include: close vision, color vision and the ability to focus.

### Mental Demands

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; interact with City staff and other organizations; and deal with customer relations.

### Work Environment

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

The employee works in both typical office conditions and in a recreational setting. The noise level of the office work environment is usually quiet. The environment of the recreational setting is dependent upon site location, type of activity and weather conditions. The noise level in the recreational setting is frequently loud. The employee may work outdoors in all weather conditions including wet, hot, cold and may be exposed to heavy dust and pollen.