

## **RECREATION LEADER**

**GENERAL STATEMENT OF DUTIES:** Performs routine work in connection with the conduct of recreation activities, including clerical duties and general housekeeping maintenance at recreational facilities (including playgrounds and parks) while in use; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work performed with specific instructions and little direct supervision, depending on the activity or use of recreational facility. This position involves responsibility for the orderly assignment of facilities, the collection of rental fees, the issuing and collection of equipment, the orderly conduct of participants and housekeeping maintenance of facilities, parks and playgrounds.

**EXAMPLES OF WORK:** (Illustrative only)

Plans daily schedules of recreation activities;  
Promotes and assists in the origination of basketball, softball and other athletic leagues;  
Umpires softball, basketball and other games;  
Maintains order in the play area;  
Maintains daily records of playground and gymnasium activities;  
Administers first aid;  
Plans playground arts and crafts programs;  
Maintains and prepares courts, fields, facilities, etc. by rolling, watering, brushing tapes, putting up nets, bases, marking courts, cleaning up, cutting grass, picking up rubbish, etc.  
Keeps records and makes reports;  
Maintain, repairs and paints equipment;  
Uses hand tools such as shovels, scythes, forks and rakes in grounds maintenance and beautification work;  
Loads and unloads trucks and stacks materials and supplies;  
Assists in erecting or assembling snow fence, barricades, picnic tables and recreation equipment.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Ability to read and write; ability to keep simple records; ability to give and enforce simple instructions; ability to perform light manual labor; the ability to get along well with others; willingness to work under all weather conditions and perform routine manual tasks; and good physical condition.

**MINIMUM QUALIFICATIONS:** Completion of two (2) years of high school.