

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** FEBRUARY 2, 2023

### RECREATION LEADER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the organization and supervision of a variety of recreational activities at a recreational center, playground, senior citizen center or sports facility. Assists the Recreation Director in carrying out a municipal recreation program. Officiates and maintains order at games and activities; teaches proper techniques, terminology and rules of sports and other recreational activities of the program. General supervision is exercised over participants in the program. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Supervises or assists in the supervision of recreation programs and activities at a playground, gymnasium or other recreational facility;
2. Officiates and maintains order at games and activities;
3. Teaches techniques, terminology and rules;
4. Plans daily schedules of playground activities;
5. Maintains records as assigned;
6. Issues equipment and ensures it is returned;
7. May participate in sports or recreational activities;
8. Plans and carries out the arts and craft program, etc. when assigned;
9. When assigned to a concession stand: takes and fills orders, restocks supplies, cleans, accounts for cash, and operates a fast-food restaurant fryer;
10. May assist in planning programs;
11. May administer first aid.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** Working knowledge of rules, techniques, and terminology used in program; working knowledge of first aid methods; skill in the execution of sports and games; ability to instruct and supervise the activities of others; ability to get along well with others; ability to maintain order and communicate effectively; ability to make change and account for cash; good judgment; reliability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Completion of a standard ninth grade education is required.