

Part-time Temporary  
No Benefits

## **CITY OF SCOTTS VALLEY CLASS SPECIFICATION**

### **RECREATION LEADER/TEACHER**

#### **JOB PURPOSE**

Under supervision, to plan, organize, and direct a variety of indoor and outdoor recreation programs, perform a variety of office support functions related to activities, and to do related duties as required.

#### **EXAMPLES OF DUTIES**

##### **Essential Duties:**

- Direct a school-age recreation program;
- Serve as instructor of crafts, nature, music, art, sports, drama, cooking, field trips and special events;
- Instruct recreation programs;
- Instruct day camp activities;
- Work closely with other recreation leaders, recreation aides and volunteers;
- Maintain inventory of recreation equipment;
- Keep appropriate records;
- Prepare reports on various aspects of the recreation programs;
- Attend staff meetings and in-service training;
- Receive calls and visitors, provide public assistance and information, answer questions, refer callers to appropriate person as needed;
- Perform a variety of general clerical duties in support of assigned office/program activities, operations and staff;
- Perform support functions such as receiving and recording fees;
- Perform special duties and assignments related to assigned office activities and operations making arrangements for trips, preparing mailing, assembling packets, registering program participants, and researching requested information.

##### **Marginal Duties:**

- Enter data into computer, print reports and verify accuracy of data;
- Performed related work as required.

#### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Requires two years experience instructing recreation activities and possession of a valid Class C motor vehicle operator's license. Must be 18 years of age at time of employment. Must possess 6 to 12 units appropriate to elementary school age children or other qualifications as cited in Title 22, Division 12 regulations.

**Ability to:** Provide leadership to children participating in recreation activities; develop interest in activities and encourage participation; schedule activities in recreation centers; maintain an inventory of recreation equipment; communicate courteously and effectively with public; keep records and prepare reports; earn the respect of all participants and the public.

**Knowledge of:** Some aspects of community recreation programs, rules and equipment used in a variety of athletic and cultural activities.

CITY COUNCIL APPROVAL DATE: August 5, 1992