

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## SENIOR RECREATION LEADER/SITE DIRECTOR

### **JOB PURPOSE**

Under general supervision, to plan, organize and direct a varied indoor and outdoor recreation program and to do related work as required.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Develop a recreation day camp program including activities such as crafts, nature, music, art, sports, drama, cooking, field trips and special events;
- Supervise recreation programs;
- Serve as an instructor of day camp activities;
- Supervise and work closely with recreation leaders and volunteers;
- Responsible for facility upkeep;
- Maintain program and facility safety standards;
- Keep appropriate records;
- Prepare reports on various aspects of the recreation programs;
- Attend staff meetings and in-service trainings.

#### **Marginal Duties:**

- Perform related duties as required.

### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Requires two years of experience supervising recreation activities; completion of sufficient education for successful job performance; and possession of a valid California motor vehicle operator's license. Must possess fifteen (15) units appropriate to elementary school age children or other qualifications as cited in Title 22, Division 12 regulations and 3 units administration.

**Ability to:** Provide needed leadership in planning and developing recreation activities; schedule programs and activities; prepare clear and concise reports; work harmoniously with staff, officials and the public.

**Knowledge of:** Principles and techniques of planning and directing a variety of recreation activities; day camp programs and recreation activities for preschool through young teens; a wide variety of community recreation programs.

CITY COUNCIL APPROVAL DATE:      March 18, 1992