

# JOB DESCRIPTION



## JOB IDENTIFICATION

<i>Job Title:</i>	Rec Leader II	<i>Pay Grade:</i>	Seasonal (N/A)
<i>Department:</i>	Parks and Recreation	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Rec Centers and Athletic Complexes	<i>Reports to Position:</i>	Athletic Coordinator
<i>Effective Date:</i>	March 6, 2019		

## JOB SUMMARY

Under general supervision, this position works with and oversees Rec Aides in various areas of Parks and Recreation including concession stands, recreation centers or other venues for special events.

## ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Ensuring that assigned facility is open prior to event, operating appropriately and efficiently during the course of the event and locked after event
- Aid in the set-up and smooth operation of all facets of a facility or event
- Address complaints/issues that may arise in a diplomatic, tactful and patient fashion
- Troubleshoots minor issues arising at assigned facility or event
- Working in recreation centers or other venues assisting with various events including event set up/clean up and assisting with routine/non-routine after school and summer programs for children

## QUALIFICATIONS

### Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

#### Education and Training

High School Education or demonstrated level of proficiency

#### Experience

3-5 years previous experience working in a recreational or athletic setting with duties of increasing responsibility or leadership in nature

#### Licenses or Certification Required

N/A

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

#### Knowledge of:

- Athletic leagues and rules
- Conflict resolution in addressing customer complaints

#### Ability to:

- Read to comprehend operator and reference manuals, schedules or other non-complex material
- Write to prepare non-complex forms and records
- Verbally communicate to converse with customers, supervisors and co-workers
- Exercise judgment in tasks involving safety of self and others or efficiency of operations
- Work as a member of team
- Work in a constant state of alertness and in a safe manner

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

**Environment:** Work location will primarily be outdoors at athletic facilities; however, assignment may also be indoors at recreation facilities

**Physical Demands:** See accompanying page for details

**Key Working Relationships:** Other Rec employees, league player, coaches and umpires, event or facility patrons

# APPROVAL/ACKNOWLEDGEMENT

\_\_\_\_\_  
Department Head

Parks and Rec Director  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

HR Director  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

City Manager  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent Employee Printed Name and Signature

\_\_\_\_\_  
Date

# PHYSICAL REQUIREMENTS – REC LEADER II (SEASONAL)

Rare  
0%-10%  
of the time

Occasional  
11%-33%  
of the time

Frequent  
34%-66%  
of the time

Continuous  
67%-100%  
of the time

LIFT/CARRY				
1-10 lbs			X	
11-20 lbs			X	
21-50 lbs		X		
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl	X			
Reach Above Shoulders			X	
Reach Below Shoulders		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
<b>Repetitive Hand Use</b>				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder		X		
Uneven Walking Surface			X	
Even Walking Surface			X	

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

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EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity		X		
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Extreme Heat			X	
Extreme Cold			X	
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	<1	8
Stand	4	8
Walk	1	8

**Additional Considerations (including clarification of any of the above)**

THE ASSIGNMENT FOR THIS POSITION WILL VARY BETWEEN INDOORS AT RECREATION CENTERS AND OUTDOORS AT ATHLETIC FACILITIES