



# FAIR OAKS

## RECREATION & PARK DISTRICT

<b>Job Title:</b>	Recreation Leader I
<b>Department:</b>	Recreation – Sports / Facility Rentals / Events
<b>Reports to:</b>	Recreation Coordinator and Recreation Superintendent
<b>FLSA Status:</b>	Non-Exempt, No Health, Paid sick leave up to 24 hours
<b>Pay Rate:</b>	Pay range starts at \$10.00 per hour

### Position Summary:

Under the direction of a supervisor, assists in administering activities related to assigned recreation program areas such as: special events, facility rentals, adults and youth sports, and or other duties as assigned. Incumbent must be available to work evenings and weekends. The Recreation Leader I is responsible for supervising, programming, administering, and instructing various recreation program activities. This position will have a strong emphasis in the sports department implementing, teaching and refereeing sports programs. Schedule will vary and hours are not guaranteed on a weekly or monthly basis.

### Hours:

Approximately 10-20 hours per week

### Essential Functions:

- Supervise participants at all times. Ensure safety and location of each participant under supervision.
- Report to Recreation Coordinator orally and in writing regarding recreation programs and activities, groups or individuals; makes recommendations for recreation programs and activities and solutions for concerns or issues.
- Organize equipment and supplies. May assist in the setup and take down of tables, chairs, pop-up tents, carnival games, and other recreation related equipment, as needed.
- Provide information to the public; communicate and interact with parents, teens, youth, community organizations, school staff or others persons relating to programs and activities.
- Complete routine reports, attendance records and related administrative duties.
- Set up and cleanup for a variety of recreation programs and complete minor maintenance duties as assigned.
- Attend all staff training sessions and meetings. Provide recommendations and feedback on recreation programs and activities, as well as, providing supervision of other part time or volunteer staff.
- Ability to communicate with and get along with staff members, volunteers, general public and administrative staff.
- Monitors renters and groups using District facilities.
- Checks in renters and reviews facility usage and safety guidelines.
- Ensures all required rental paperwork is completed and submitted to Recreation Coordinator following each event.
- Unlocks doors and prepares facilities in advance of scheduled activities.

- Ensures minimum maintenance and cleanliness standards for facilities are met. May be required to clean facility prior to or following to bring to a minimum standard. Ensures facility is set up to meet renter requests, District policy, and fire code.
- Remains on site for the entire time the facility is in use.
- Monitors and ensures that all behavior is appropriate. Reports disorderly conduct and emergencies to onsite security, law enforcement (if necessary), and the Recreation staff (in a report).
- Checks in and reviews facility usage and safety guidelines with staff.
- Locks all doors and secures facilities following schedule activities.
- Ensures that all persons have exited the facility prior to locking doors.
- Proactively addresses any complaints or concerns from renters and takes corrective action as needed.
- Coach, teach, and organize Tiny Tots and/or Teen Sports including but not limited to T-ball, soccer, basketball, and flag football as needed.
- Construct lesson plans for Tiny Tot Sports program.
- Keep score for a variety of youth and adult sports including but not limited to basketball, softball, and flag football.
- Prep sports fields before games and tournaments.
- Other duties as assigned.

#### **Knowledge, Skill and Experience:**

1. **Minimum Education required:** High school diploma or general education degree (GED); and/or 6 months of related experience and/or training in special events and youth development, facility rentals and monitoring, adult and youth sports, or equivalent combination of education and experience.
2. **Minimum Experience required:** Knowledge of recreation offerings in a community setting.
3. **Other requirements:** All applicants must be fingerprinted and pass pre-employment background check. Reliable transportation to and from work.

#### **Physical Job Description:**

**Typical Working Conditions:** Indoor and outdoor recreational facilities; frequent public contact; exposure to sun, heat and inclement weather; frequent travel for field trips. Schedule may vary.

**Equipment Used:** Sports and indoor/outdoor facility equipment.

**Physical Demands:** Frequently required to lift or carry up to 30 pounds. Occasionally required to lift or carry up to 50 pounds. Frequently required to push or pull up to 50 pounds. Frequently required to walk, run, stand for long periods of time, reach, kneel, squat, sit, and bend while monitoring children and participating in camp activities. Hearing and speech adequate to communicate in person and over the phone. Vision adequate to monitor children and read fine print. Manual dexterity to grasp and hold objects, use fine manipulation, write, and operate telephone.