

## RECREATION LEADER

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a higher level recreation employee, an incumbent in this class has responsibility for the organization and personal direction of a variety of recreation activities in a particular phase of the recreation program, within the guidelines and specific policies of that program. The Recreation Leader conducts activities with assigned groups of all ages, in varying programs and in different indoor/outdoor facilities or centers. This position is distinguished from that of Senior Recreation Leader by the degree of responsibility and level of independent judgment utilized. Supervision may be exercised over subordinate personnel, including seasonal and volunteer staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Implements the program planned for a facility (e.g. community center, playground, gymnasium, game room, etc.);

Organizes, promotes, and conducts diversified recreation activities such as games, sports, trips, dance, music, story-telling, nature, special events, tournaments, etc.;

Encourages groups and individuals to participate in offered programs;

Organizes groups according to age, interest and ability;

Schedules facility activities;

Supervises play or club activities;

Plans daily schedule for playground activities;

Keeps records of activities and attendance;

Inspects facilities and equipment as a safety measure;

Acts as a Sports Official and maintains order at games and contests;

Collects entries and makes drawings;

Keeps records and makes periodic reports;

Attends staff meetings to discuss special problem(s), the inter-playground program(s) and the community recreation program(s);

Gives first aid when necessary;

Distributes and maintains control over equipment and supplies;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of first aid; good knowledge of recreation theory and practices; good knowledge of the organization and conduct of one or more types of recreational activities with an emphasis on the organization and conducts of games or athletic events; ability to stimulate and hold the interest of the participants; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; creativity; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in which the primary function of the position was conducting recreation activities, programs or services.

SUBSTITUTION 1: Satisfactory completion of 30 credits towards a Bachelor's Degree\* in Recreation, Parks Resources, Leisure Services, Physical Education or a related field may be substituted on a year for year basis for the above work experience.

SUBSTITUTION 2: Possession of current Certified Park and Recreation Professional (CPRP) status conferred by the National Recreation and Park Association or one of its authorized and recognized affiliates may be substituted for the above work experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Depending on work assignment, if operating a motor vehicle, must possess a valid driver's license to operate a motor vehicle in New York State, appropriate for the type of vehicle to be operated. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages,  
Cities of Peekskill & Rye  
School Districts  
J. C.: Competitive  
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Job Class Code: 0268 / S268