

RECREATION LEADER II

NATURE OF WORK IN THIS CLASS:

Plans, organizes and conducts activities at a recreational facility.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans, organizes and conducts a variety of simple and recurring recreation activities such as sports, dances, tournaments, arts and crafts on a scheduled basis or on a regular daily program.

Inspects recreation areas and facilities for broken equipment or hazardous conditions; prepares facilities for activities; records daily attendance; makes assignments to available areas.

Distributes and cares for recreation equipment and supplies.

Supervises activity and maintains vigilance to observe and enforce rules; may serve as game official.

Maintains facilities in clean and orderly condition; maintains schedules and takes registrations.

Handles complaints; answers inquiries from the public; maintains records.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of basic game rules, sports and recreation activities.

Ability to maintain discipline and work in harmony with groups.

Ability to instruct and teach skills and organize recreation activities.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

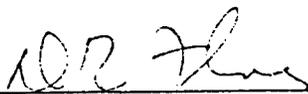
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MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of experience in recreation work; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission