

<b>City of La Grande</b> <b>Recreation Leader I</b>
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<b>Department:</b> Recreation	<b>FLSA Status:</b> Non-Exempt
<b>Accountable to:</b> Recreation Supervisor	<b>Representation:</b> Non-represented
<b>Supervises:</b> N/A	<b>Adopted:</b> April 2017
<b>NCCI:</b>	

### **General Position Summary:**

Performs a variety of recreational tasks for the City of La Grande in rented facilities, parks, playgrounds, and gymnasiums. Supervises youth and adults in various activities, programs and special events. This is a part-time, seasonal position.

### **Essential Functions/Major Responsibilities:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- Enforce rules and regulations of recreational facilities in order to maintain discipline and ensure safety.
- Organize, lead, and promote interest in recreational activities such as arts, crafts, sports, games and camps.
- Set-up and take down tables, chairs, and equipment as required for each activity.
- Inventory and issue supplies and materials.
- Maintain activity logs and attendance sheets.
- Perform light maintenance duties as related to the activity areas, including routine cleaning of facility and equipment, picking up debris, storing supplies and removing recreation hazards.
- On-site organization and implementation of group recreational activities, in accordance with specific program instructions.

### **Non-Essential Responsibilities:**

Contribute to the overall recreational planning for the City through participation in staff meetings and evaluation of programs in which involved.

### **Supervision Received and Exercised**

- Works under the general supervision of the Recreation Supervisor, who assigns work details and reviews work for the desired results.
- Supervision of other employees is not a normal responsibility of this position.

### **Specific Job Skills:**

#### **MANDATORY REQUIREMENTS:**

The following is for illustrative purposes and is not all inclusive:

- Considerable ability to follow oral and written instruction.

- Some knowledge of recreational activities and/or sports, as indicated by the area of assignment
- Ability to create new games and activities.
- Ability to explain principles, techniques and safety procedures to participants in recreational activities, and demonstrate use of materials and equipment.
- Ability to stimulate and hold the interest of the participants.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Meet with and respond to public and private officials in a courteous and effective manner.
- Exercise good judgment, courtesy and tact in public contacts.

**Desirable requirements:**

- Possession of current CPR and First Aid Certifications.
- Prior experience in working with children.

**Special Requirements/Licenses:**

Possession of a valid Oregon Driver's License or the ability to obtain one within thirty days of employment. Individuals who are not required to obtain an Oregon Driver's License based on their residency status must possess a valid Driver's License from their state of residency.

**Working Conditions:**

Most work is performed at various locations, in both indoor and outdoor settings, mostly outdoors, which may involve some travel between different sites where recreation work is performed. Must be available for evening and weekend work schedules.

**Physical Demands:**

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials up to 50 lbs. on an occasional basis. Manual dexterity and coordination are required while operating recreational equipment and setting up for events' and activities

**Other:**

Confidentiality needs to be maintained due to personal and confidential information gathered when running events or registering guests for recreational programs.

 5-18-17

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**City Manager Approval / Date**

I have reviewed this job description and am able to perform the essential functions with or without reasonable accommodations.

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**Employee / Date**