

RECREATION LEADER, 2428

Summary of Duties : Assists professional recreation employees in planning, organizing and conducting a comprehensive program of community recreation activities; and does related work.

Distinguishing Features : A Recreation Leader assists a Recreation Director or Senior Recreation Director in organizing, instructing and supervising free play, teen activities, musical activities, outings, sports and craft classes, and special events. A Recreation Leader differs from a Recreation Assistant primarily in that a Recreation Leader's work is performed on a continuing full-time basis. An employee in this class receives written and verbal assignments of specific responsibilities in the conduct of recreation programs. A Recreation Leader's work is reviewed by continual observation of performance.

Examples of Duties : Assists professional recreation employees in the organization and operation of specific recreation programs at a recreation center; assists in leading activities for pre-school groups, youth and teen clubs and senior citizen groups; assists in planning and conducting special events such as field trips, plays, contests, hobby and pet shows, craft exhibits, and nature activities; conducts nature studies, gymnastics, and hand craft classes where general subject knowledge is required; teaches fundamentals of fair play and recreation activities; controls behavior of users of playground facilities; collects fees from the public and makes out reports, time sheets, schedules, and requisitions for supplies; instructs groups in rhythm and musical activities, dramatics, and swimming; instructs and supervises free play and team activities such as basketball, softball, football, track and field, and soccer; assists in making community contacts to inform and involve community members; supervises and works with community volunteers; gives first-aid and maintains first-aid equipment; and occasionally may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Note: A Recreation Leader is expected to be available to work evenings, weekends, and holidays

Qualifications : The ability to learn: the principles, practices, and methods of organizing, conducting and directing play and recreation activities; the use of facilities and equipment employed in community recreation work; administrative policies and procedures of the Los Angeles Recreation and Parks Department; the principles and techniques of first-aid; the ability to organize, instruct and participate actively in a wide variety of recreation activities; the ability to prepare written reports; the ability to communicate and deal with other people; and the ability to supervise volunteer workers.

Completion of 60 semester or 90 quarter units at a recognized college or university, including 12 semester or 18 quarter units in

recreation, physical education, and/or fine arts; or completion of 60 semester or 90 quarter units at a recognized college or university and six months of full-time paid experience in conducting recreational activities in a face to face leadership capacity is required.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; body agility and equilibrium involved in sports activities; back and leg coordination involved in sports activities; arm, hand, and finger dexterity with both hands for such activities as sports and hand crafts; good eyesight; and good speaking and hearing ability.

Persons with handicaps may be capable of performing the duties of some of the positions of this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.