City of Chesapeake	Class Title: Recreation Leader

Position Code: 5310	FLSA Status: Non-exempt
Pay Code: 3	EEO Category: 5

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to lead and assist with specialized recreation programs and activities. The class is responsible for assigned programs and activities. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS

- Provides information to the public regarding activities and programs for area of responsibility in person and by telephone.

- Plans and leads assigned recreation activities and programs.

- Registers participants in recreation programs; issues and checks membership cards, and receives fees; supervises programs and program participants, and enforces rules and regulations.

- Oversees and leads subordinate staff, volunteers, and/or contractual individuals within programs.

- Sets up and takes down tables, chairs, sound equipment, bleachers, and other equipment needed for classes and activities.

- Maintains, stores, and inventories recreation equipment, materials, and supplies; issues athletic and other equipment to participants for activities.

- Assists in the teaching and supervising handicrafts, games, athletics, and other recreational activities.

- Performs general equipment and facility maintenance such as cleaning and minor repairs.

- Deposits collected funds with City Treasurer.

- Opens center in the morning or secures center in the evening as directed by supervisor.

- Performs routine office tasks such as data entry, record keeping, filing, faxing, telephoning, and photocopying.

- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Computes or performs arithmetic operations using data or information.
Interpersonal/People Involvement	Serves others such as customers, attends to their requests and exchanges information with them.
Reasoning Requirements	Performs semi-routine work solving occasional problems.
Mathematical Requirements	Performs basic addition and subtraction, such as making change or measuring.
Language Requirements	Reads basic sentences, instructions, or work orders; writes basic sentences and completes uncomplicated job forms; speaks sentences using basic grammar.
Mental Requirements	Performs clerical, manual, and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others making a few decisions, affecting the individual, center patrons, and a few coworkers.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in recreation, physical education, or a closely related field.

Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of one month of full-time equivalent experience.
Special Certifications and Licenses	Requires CPR and First Aid certification within the first year of employment. May require a valid driver's license and a driving record that is in compliance with City driving standards.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 11/12/13