

# Recreation Leader/Instructor

## **Job Description:**

A recreational leader plans, organizes, and oversees recreational activities for a variety of organizations. Under general supervision, assists in organizing and leading activities for children and adults in the City's recreation programs; provides on-site supervision for program implementation; provides facilities oversight and set-up during scheduled activities, when assigned to facilities monitoring; and maintains a variety of records.

## **Responsibilities:**

- **Plan activities:** Design and organize recreational programs, including sports, arts and crafts, and education programs
- **Lead activities:** Lead groups in activities, such as games, crafts, and sports
- **Supervise participants:** Ensure participants are safe and engaged, and enforce safety rules
- **Manage schedules:** Schedule sports programs and the use of facilities
- **Maintain records:** Keep records of equipment use and participant payments and rosters
- **Promote activities:** Create displays and advertisements for events, and provide information to the public
- **Maintain facilities:** Ensure that facilities and equipment are used and maintained properly
  - Ability to establish & maintain good working relationship with co-workers, campers & parents.
  - Assists in controlling conduct of our youth in the park/camp, in according to park/camp rules.
  - Assists in directing tournaments, socials, dances, exhibits, and special events;
  - Assists supervisor in coaching, instructing, or setting up leagues and programs.
  - Assists supervisor in securing technical information needed for any type of reports or programs.
  - Assists supervisor, in all park related events or activities.
  - Checks bathrooms to make sure no loitering is taking place.
- **Enforce Safety Precautions!!**
  - Informs immediate supervisor on arrival and departure.
  - Leads a variety of recreational activities in a recreation center;
  - Must attend and assist on field trips.
  - Must be able to work with all children, maintain order, and control his/her group.
  - Must have knowledge of subject, be energetic, and creative.
  - Must have some knowledge of first aid & CPR.
  - Must have some knowledge of subject, be energetic, and creative.
- Oversees assigned functional areas of the center reports to Recreation Supervisor/Coordinator or Recreation Director on activities, plans and problems;
- Oversees the use of equipment and supplies.
- Recommends action and carries out policies in dealing with specific groups.
- Report all medical problems (sickness or injuries) to supervisor in charge at your site.
- See that debris is put in trash containers and area is cleaned at the conclusion of lunch period.
- **Any Other Related Duties.**

**Recreation leaders often work outside of regular business hours, as programs may run in the evenings and on weekends**

Responsible To: Park/Site/Camp Coordinator, Supervisor, Assistant Director