

CITY OF NEWPORT BEACH

SENIOR RECREATION LEADER

DEFINITION: Under direction of the Recreation Manager, this position is responsible for assisting in the delivery of after-school recreation programs, youth special events and summer camps.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Recreation Manager. May exercise direct supervision over part-time senior recreation leaders, recreation leaders, seasonal employees and volunteer staff.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

Essential Job Duties

- Plan, organize and develop program of activities for each after school site which combines recreational and intellectual components;
- Coordinates summer camp programs;
- Assist in the planning of staff meetings and in-service training;
- Participate in circulating program and event publicity, including news releases, flyers, pamphlets and brochures;
- Provide information and referrals to program participants, school officials and community groups regarding program offerings and coordination of services;
- Assist in maintaining records for registration and fees collected;
- Participate in training recreation staff and volunteers as required;
- Develop effective lines of communication with school district staff and the parents of program participants;
- Maintain a safe and healthy play environment for youth programs;
- Oversee general usage of CYC facility, including meeting and communicating with instructors, rental groups and maintenance personnel; and

- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Activities for elementary age children in areas such as sports, dance, nature, games, drama and arts and crafts;

Basic principals of Recreation and child development;

Methods of effective customer service;

Modern office practices, procedures, methods and equipment; and

First aid procedures.

Ability to:

Exercise good judgment in all situations;

Work evening and weekend hours;

Coordinate scheduled activity at three after school program sites;

Assist in recreation program planning and development;

Prepare and distribute publicity concerning new or ongoing recreation offerings;

Communicate clearly and concisely, both orally and in writing;

Appear for work on time;

Follow directions from a supervisor;

Understand and follow posted work rules and procedures;

Accept constructive criticism; and

Establish and maintain cooperative-working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years experience at an after school program or camp that includes responsibilities in program planning, leadership, and interaction with parents.

Training: Two years college course work with an emphasis in recreation administration, child development or related field.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Bargaining Group – CEA
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