



## **City of Phoenix RECREATION LEADER**

**JOB CODE 43030**

Effective Date: Rev. 07/03

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this part-time classification exists is to perform leadership recreation work in a lead capacity or in charge of a facility or major program area. Some Recreation Leader positions serve in a lead capacity over part-time Recreation Instructors, Parks and Recreation Aides, and volunteers and work independently under the general supervision of a Recreation Coordinator.

### **ESSENTIAL FUNCTIONS:**

- Conducts a general program of recreation at an assigned area;
- Acts as a lead over part-time and volunteer staff;
- Develops and plans activities in a specialized program area;
- Plans, organizes, evaluates and directs a wide variety of activities at a recreation facility or park site;
- Works with neighborhood and community groups on matters of civic and recreational interest;
- Keeps financial and activity records and submits periodic and special reports;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Principles and methods used in organizing, conducting, and supervising a program of recreational activities.
- Fiscal controls needed to handle recreational funds.
- Theory and philosophy of recreation and/or group work and its application to individual and group behavior.
- Techniques of planning, organizing, and promoting program activities.
- First aid and safety practices and procedures.

Ability to:

- Plan and organize recreation programs.
- Train, direct, and evaluate employees and volunteers involved in recreation work.



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- Maintain financial and activity records and produce written documentation in the English language.
- Work cooperatively with peers, subordinates, supervisors, and the general public.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have a good driving record. Use of a personal vehicle will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Two years of college and four summers of recreation experience; or a bachelor's degree in a recreation related field; or a bachelor's degree and one year of teaching experience. Other combinations of experience and education which meet the minimum qualifications may be substituted.