



RECREATION LEADER

DEPARTMENT: PARKS AND RECREATION

GRADE 301

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Site Supervisor, performs a variety of tasks including the scheduling and conducting of recreational and athletic activities. Work is reviewed through observation for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Works directly with children each day during all scheduled activities.
2. Responsible for the maintenance of supplies and equipment.
3. Maintains group in an orderly manner and stresses program rules.
4. Does not discipline children beyond a "time-out" for a first time offense. If the offense is serious as to endanger a child or the child is a habitual offender, the Unit Leader must be notified immediately and the Unit Leader will take disciplinary action. Refer to Discipline Policy.
5. Works as a team with other Recreation Leaders and Unit Leaders in the assigned age group.
6. Assists in the safety and control of children during the camp programs and on field trips. Notifies Site Supervisor or Unit Leader of safety condition immediately.
7. Buses travel songs or organized activities for waiting periods and on the bus during field trips, etc.
8. Reports directly to the Unit Leader in the age group.
9. Upholds all of the policies and procedures set forth by the City of Pembroke Pines.
10. Ensures and promotes safety for children in varying environments of the program.

REQUIREMENTS:

A. High School Diploma

1-year experience in a summer camp setting or with youth programs.

B. Knowledge, Abilities and Skills:

Knowledge of rules, regulations, ordinances, policies and other requirements regarding public recreation.

Knowledge of facility operation, maintenance, equipment and supplies.

Ability to establish and maintain effective working relationships with officials, general public and co-workers.

Ability to understand and carry out oral and written instructions.

Skill in leading and/or instructing one or more recreational activities.

C. Physical Requirements: 2

D. Environmental Requirements: 2

E: Sensory Requirements: 6, 8