



UNIT LEADER

DEPARTMENT: PARKS & RECREATION

GRADE 305

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Site Supervisor and Trip Supervisor, performs a variety of tasks including the scheduling and conduction 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 and plans all scheduled activities.
2. Responsible for scheduling daily activities that coordinate with weekly themes.
3. Submits supply request within the deadlines required to the Site Supervisor.
4. Responsible for proper documentation pertaining to each child including sign in and out sheets.
5. Responsible for all disciplinary actions taken at the program site within your age group.
6. Works as a team with other Unit Leaders at their site and other sites.
7. Required to be in designated age group's room or area at pick up time each day.
8. Holds primary responsibility for program management.
9. Supervises Recreation Leaders and make sure they are following the program schedule, guidelines and procedures.
10. Refers all parent complaints and concerns to the Site Supervisor or Trip Supervisor.
11. Coordinates with other Unit Leaders and with the Site Supervisor in planning and implementing activities based on weekly themes.
12. Assist Site Supervisors to supervision of special activities.
13. Maintains the program's inventory of equipment and supplies.
14. Reports any lost or broken supplies or equipment to the Site Supervisor.
15. Upholds all of the policies and procedures set forth by the City of Pembroke Pines.

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