

City of San José
CLASS SPECIFICATION

Title: Senior Recreation Leader FT/PT (6110/6111)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks and Recreation	Varies	Non-exempt

CLASS SUMMARY

Under direction, performs duties in organizing, conducting, and coordinating a variety of recreation activities, and/or supervising others, within a limited recreation program. Plans, organizes, conducts, and coordinates recreation activities for individuals of all ages and abilities within an assigned program. Coordinates or schedules the use of facilities. Supervises or leads part-time recreation personnel and volunteers. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Senior Recreation Leader the highest class in the Recreation Leader series responsible for organizing, conducting, and coordinating a variety of recreation activities. Incumbents regularly work on tasks that require discretion and independent judgment. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. This class differs from the next lower class of Recreation Leader in that incumbents of the latter class execute duties to support programs, but they are not responsible for organizing and coordinating programs, or for supervising the work of lower level staff. The Senior Recreation Leader class differs from the next higher level Recreation Specialist, Recreation Program Specialist, Youth Outreach Specialist, and Gerontology Specialist classifications in that incumbents of the latter classes are responsible for a major component of specialized recreation City-wide programs, or programs designed for a special population in a community service area.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND one (1) year (equivalent to 2080 hours) of full-time recreation experience planning programs, scheduling classes, lesson plan development, leading recreation activities, or performing recreational support services.

OR

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) completion of a minimum of two (2) years of college (equivalent to 60 semester units/90 quarter units) AND six (6) months (equivalent to 1040 hours) of full-time recreation experience planning programs, scheduling classes, lesson plan development, leading recreation activities, or performing recreational support services.

Acceptable Substitution

None

Required Licensing (such as driver's license, certifications, etc.)

- A valid First Aid certificate is required and must be maintained. Must provide proof of a valid certificate or will need to obtain a certificate within one (1) year of hire.
- A valid CPR certificate is required and must be maintained. Must provide proof of a valid certificate or will need to obtain a certificate within six (6) months of hire.

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Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service – Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Flexibility - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Possession of a valid State of California Class A or B driver's license with applicable endorsements is highly desirable.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Plans, organizes, conducts, and coordinates recreation activities for individuals of all ages and abilities within the City's diverse range of program offerings.	Daily/Several Times
2.	Supervises or leads part-time recreation personnel and coordinates volunteers. Participates in training employees and volunteers involved in providing recreation services; may participate in the hiring process.	Daily/Several Times
3.	Provides information and referrals to participants and the community regarding activities and services available, including developing and disseminating publicity. Explains program offerings to the public and local community groups.	Daily/Several Times
4.	Schedules the use of facilities and may assume responsibility for a facility.	Daily/Several Times
5.	Ensures the provision of optimal customer service; receives and responds to issues, concerns and other comments or questions from customers; trains staff in client-centric approaches to their work.	Daily
6.	Collects and maintains records of fees paid by participants. Allocates budget hours to various activities, monitors expenditures for activities, prepares routine reports, and as appropriate provides refunds.	Daily
7.	Assists in identifying recreation needs of a target population by participating in meetings with community groups and surveying participants and others.	Weekly
8.	Plans and conducts special events and special interest activities such as clubs, trips, dances, shows, and drop-in programs for youth or senior citizens.	Weekly
9.	Participates in the planning, coordinating, and conducting of recreation activities for special needs populations.	Weekly
10.	Coordinates activities involving youth or adult sports leagues by preparing field equipment and facilities providing publicity on forthcoming events and activities; assists in registration and scheduling; recruits, trains and leads sports staff at events.	Weekly
11.	Monitors and tracks program staff and expenditure costs; provides information on budget variances to supervisor; makes purchases for programs, as needed.	Weekly
12.	Participates in co-sponsorships and fund raising by obtaining cooperation and donations from local agencies and community groups to support and increase recreation activities.	Intermittent
13.	Creates program operational procedures for approval by supervisor; implements approved procedures and trains staff on same.	Intermittent
14.	Performs first aid and CPR in case of injury.	As Required
15.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

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PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Lift, carry, push, and pull tools, equipment, and supplies weighing on average 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Communicate in person and over the telephone;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to program activities, possess ability to:

- Work in an outdoor environment with unpredictable working conditions including but not limited to exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, and odors.
- Swim for various periods of time (may be required for some positions).

CLASSIFICATION HISTORY (Formerly Recreation Leader III) Created 7/80, Rev. 5/81, Rev. 9/81, Rev. 4/85, Rev. 4/92, Rev. 7/97; Rev. 03/19; s004