

Job Title:	<b>Recreation Leader P-P/T Non-CDL</b>
Job Description Number:	<b>708</b>
Department/Division:	<b>Parks &amp; Recreation</b>
Exemption Status:	<b>Non-Exempt</b>
Pay Grade:	<b>206</b>
Immediate Supervisor:	<b>Community Center Supervisor</b>
Normal Work Schedule:	<b>Varies</b>

### **Brief Description of the Job:**

Under limited supervision plan and implement social, recreational, and cultural activities. Assist with the tutorial component of the After-School Program. Perform related duties as assigned by the Community Center Supervisor. Plan, implement, and develop programs for children ages 5-15. Instruct programs and assist with youth sports when appropriate. Monitor after-school programs while planning special events. Ensure the safety and security of the facility and maintain the interior/exterior of the building facility. Assist with community events and programs. Prepare summer program lunches and the delivery of the study buddies afterschool program with hot meals to be served daily.

### **Essential Functions:**

#### **Programs (85%):**

- **After-school program**
  - Supervise participants, Preparation of educational worksheets, activities, and team building assignments. Preparation of homework supplies and materials. Assist with the navigation of online homework assignments and projects. Assist with daily instructional homework assignments given from school. Lead physical recreational activities. To maintain daily attendance paperwork
- **Summer Camp**
  - Supervise camp groups, develop and implement program and activities, coordinate with center supervisor to order supplies, assist in participant registration, Coordinate and lead camp-wide recreation, drama, fitness, etc. programs
- **Evening/Additional programs –**
  - Serve as the coordinator, instructor or liaison for center/departamental programs. maintain rosters and attendance logs, set-up and break-down of tables, chairs, etc.

**Community Center Food Programs (10%):** Pick-up and delivery of hot meals to each community center. Preparing and measuring meals to ensure each child has the proper serving. Cleaning of the utensil and pans to be returned to partners

**Building/Grounds Maintenance (5%):** Inspect and maintain the of the exterior/interior of the building facility. Remove trash from the playground and campus grounds, Sweep and mob floors as needed, removal of all trash. Wipe down tables and put tables and chairs up each day.

Other duties and responsibilities as assigned.

## **Physical Demands**

**Overall Strength Demands:** Medium strength demands include exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.

**Physical Demands:** Continuously requires talking. Frequently requires standing, walking, carrying, sitting, reaching, kneeling, pushing/pulling, climbing, and using vision. Occasionally requires fine dexterity, handling, balancing, bending, crouching, and twisting.

**Machines, Tools, Equipment, and Work Aids:** Telephone, computers, copier, and recreational equipment.

**Computer Equipment and Software:** Computer, copier, and printer.

## **Working Conditions**

**Overall Working Conditions:** Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, and noise and vibration.

**Health and Safety:** None.

**Primary Work Location:** Community Centers.

**Protective Equipment Required:** None.

## **Non-Physical Demands**

Frequently requires working closely with others as part of a team and noisy/distracting environment. Occasionally requires time pressures, frequent change of tasks, performing multiple tasks simultaneously, and tedious or exacting work. Rarely requires emergency situations and irregular schedule/overtime.

## **Job Requirements**

**Formal Education:** High school diploma plus six months to one year of advanced study or training in Recreation is required.

**Experience:** Under and including one year of experience in Recreation is required.

**Driver's License Required:** Class D South Carolina license.

**Certifications and Other Requirements:** First Aid and CPR.

## **Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Work requires regular and routine interaction involving exchange and receipt of information. Work has a moderate impact on the organization. External contacts include Boy Scouts of America, Girl Scouts, and Furman University. Internal contacts include: other departmental staff, divisional, and community center and athletic staff members.

**Management and Supervision:** Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

**Technical Skill:** Basic skill: Work requires the use of standard technical skills appropriate to the work environment of the organization. Advanced application: Work affects accuracy of multiple projects.

## **Freedom to Act and Impact of Action**

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

## **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.