



City of Irving Job Description

Recreation Activities Leader

FLSA Status:	Non-Exempt	Job Department:	Parks & Recreation
Job Code:	P745	Reports To (Job Title):	Recreation Center Supervisor

PURPOSE

To lead programs and activities at an assigned recreation center and instruct preschool, youth, adult, and senior recreation classes and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Oversee participants in year-round recreation, after-school and summer camp programs.
- Lead recreation center activities and instruct a variety of classes for preschool, youth and adults, including arts, crafts, sports, special interest, health and fitness, outdoor and socialization classes.
- Monitor program compliance with laws, rules and regulations related to provision of recreation and related services.
- Lead sports programs, teams, leagues, art classes, workshops, exhibits, and all activities for the center and maintains records of these activities.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Perform front-desk duties as needed, including check-in of patrons, answering phones and collecting fees.
- Store equipment and supplies for the center after activity.
- Assist in the maintenance and repair of assigned center equipment and facility.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Reconcile, prepare and verify daily cash reports.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade.

EXPERIENCE

- Minimum of six (6) months of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.
- CPR certification.

KNOWLEDGE OF

- Recreation Equipment: Operation and use of equipment used in various games, sports, and other recreational activities.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- First Aid: Principles, processes, and techniques of diagnosing and rendering aid.
- Education and Training: Instructional methods and training techniques, including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

SKILLS AND ABILITIES IN

- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Oral Comprehension: Listening to and understand information and ideas presented through spoken words and sentences.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Originality: Developing unusual or clever ideas about a given topic or situation, or develop creative ways to solve a problem.
- Interactive Presentation: Effectively presenting information to groups & responding to questions.

GUIDANCE RECEIVED

Detailed Instructions and Standardized Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

CONTACTS

Assists with information regarding the use of outside instructors/ groups.

EQUIPMENT AND PROPERTY

Computer, copier, fax, laminating machine and movable wall dividers. May operate City vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to lift up to 25 pounds, listen, push, pull, reach, see, stand, talk, and/or walk. Frequently, s/he is required to carry, kneel, and/or sit. S/he occasionally is required to run.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to extreme temperatures and weather conditions. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually high.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.