



Town of Moraga

Recreation Leader II

Class specifications are only intended to present a *descriptive* summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established:

Revised: May 23, 2019

Employee Group: Unrepresented; Limited Service – Seasonal

FLSA Status: Non-Exempt

CLASSIFICATION DESCRIPTION

Purpose

The Recreation Leader II position is responsible for providing high-level programs and services through the Parks and Recreation Department which provide concrete, positive experiences for the community. Recreation Leaders (II) perform duties as assigned that may include organization, office administration, program and activity development, implementation and leadership. Recreation Leader (II) may be responsible for creating and implementing the curriculum for the Town's day camp program which offer youth daily activities, including arts, crafts, games field trips and special events, and on-site supervision of staff and day camp participants. This position may also work additional seasonal events for the Parks and Recreation Department throughout the year.

Working Conditions

Work assignments may occur in an office setting or be conducted in outdoor locations. Assignments may include occasional trips to other sites within the Town-limits and walking approximately three miles, round-trip to the park facility. Work may be conducted alone or with others in a group with occasional exposure to excessive noises. Recreation Leaders (II) will also perform administrative duties.

Physical and Mental Demands

Physical: Must possess mobility to work in a standard, active parks and recreation setting. The position requires the ability to talk, listen, type, stoop, kneel, reach, sit, stand, move, walk, run, jump, bend, crouch, crawl, climb, twist, and engage in repetitive motions. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer.

Mental: Must possess the ability to interpret and follow instructions, read, write, coordinate, negotiate, instruct, supervise, speak, maintain work pace, relate to other people, relate to children, mentor, divert, persuade, perform varied, complex tasks, and evaluate.

Supervision Received and Exercised

This position receives general supervision from the Recreation Coordinator, Supervisor and Director. Seasonal camp positions are responsible for the on-site supervision of staff and day camp participants.

EXAMPLES OF DUTIES

- Provide administrative assistance to the Parks and Recreation Department in the organization and execution of various activities.
- Professionally greet the public at the counter as well as on the phone, directs calls and answers routine questions regarding facility and park rentals, activities and special events
- Process registrations and rental applications for Town facilities and activities.
- Plan curriculum and lead arts, crafts and games according to the theme of the week.
- Serve as a mentor and role model to campers.
- Work as part of a team of leaders.
- Safely and appropriately supervise campers.
- Use positive discipline and communicate effectively with parents/guardians.
- Monitor supplies and create weekly supply list.
- Perform duties within OSHA health and safety standards.
- Supervise and mentor staff.
- Coordinate camp activity rotation schedule and site logistics to ensure efficient operations.
- Maintain adequate inventory of supplies and equipment within budgetary guidelines.
- Supervise and mentor Recreation Leaders (I) including adherence to Town policies and procedures.

QUALIFICATIONS

Knowledge and Abilities

- Knowledge of office principles focused on customer service.
- Experience working with youth in a recreation setting.
- Energetic, self-motivated, creative and organized.
- Ability to work as part of a team.

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

Experience: Three (3) years' work experience, preferably in a customer service-oriented environment or in youth recreational activities.

Education: Enrolled in, or graduated from, high school.

License or Certificate

- Valid Class C California driver's license.
- Current First Aid/CPR Certificate.