



## CITY OF PACIFICA

### RECREATION LEADER III

#### DEFINITION

Under general direction, oversees daily operations of assigned recreation programs or facilities. Provides supervision to staff and participants, ensuring safe, engaging, and inclusive programs. Coordinates multiple program areas or sites, supports staff development, and assists the Recreation Coordinator in program planning and evaluation.

#### DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Recreation Leader series. Employees at this level serve as lead supervisors over multiple programs, sites, or large-scale recreation activities. Positions are distinguished from Recreation Leader II by their broader scope of responsibility, authority to make operational decisions, and role in coordinating staff and program logistics. Incumbents exercise considerable independent judgment within established policies.

#### EXAMPLES OF ESSENTIAL DUTIES

- Plan, coordinate, and oversee the day-to-day operations of assigned Supervise children and maintain a safe, inclusive, and positive program environment.
- Develop staff schedules, monitor attendance, and ensure compliance with break and coverage requirements. Monitor participant behavior, enforce rules, and report incidents or concerns to supervisors.
- Review, approve, and file incident, accident, and injury reports; follow up with participants, parents, and staff as necessary.
- Serve as the primary liaison between program staff, participants, parents, and the Recreation Coordinator for operational and safety matters. Ensures daily and weekly reports are made to coordinator.
- Prepare and submit weekly summaries and operational reports on attendance, participation, and incidents to supervisory staff.
- Maintain organized files of participant records, forms, medical information, and safety materials in accordance with City policies.
- Provide guidance and support to subordinate Recreation Leaders, ensuring consistent communication, documentation, and quality of service.
- Exercise delegated decision-making authority to resolve operational challenges, staffing issues, or safety concerns when the Coordinator is unavailable.
- Ensure consistent communication across all recreation sites and staff; safeguard confidential participant information and maintain discretion in all communications.

- Assist the Recreation Coordinator in planning, organizing, and facilitating staff meetings, trainings, and community events.

## MINIMUM QUALIFICATIONS

- Equivalent to completion of high school or GED; college-level coursework in Recreation, Physical Education, or a related field preferred.
- At least two (2) years of progressively responsible experience in recreation leadership, program coordination, or supervision of staff required.

### Licenses and Certifications:

- Must be at least 18 years of age at time of appointment.
- Possession of CPR and First Aid certification required within 30 days of hire.
- Possession of a valid California Driver's License is required.

## KNOWLEDGE, SKILLS, AND ABILITIES

### Knowledge of:

- Knowledge of: principles and practices of recreation program planning, staff supervision, and facility operations; safety procedures; community engagement techniques; and City policies governing recreation programs.
- Ability to: plan, organize, and evaluate recreation programs; train, motivate, and supervise subordinate staff; communicate effectively with participants, staff, and parents; prepare reports and maintain accurate records; make independent decisions in emergency or high-stress situations; and work flexible hours, including evenings and weekends.

## WORKING CONDITIONS

Work is performed both indoors and outdoors at community centers, parks, and recreation facilities with exposure to variable weather and active environments. Requires mobility to lead and oversee activities, visual and auditory acuity to monitor participants, and strength to lift and carry up to 25 pounds.

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Job Title:	Recreation Leader III
Reports To:	
Job Type:	Part-time
FLSA Status:	Non-Exempt
Bargaining Unit:	Unrepresented
Adopted:	01/01/2026

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