CITY OF LA PORTE
RECREATION LEADER
JOB DESCRIPTION

FLSA CLASSIFICATION: Non-Exempt **PAY RANGE: PSA**

DEFINITION

To assist in organizing and implementing a variety of recreational and educational activities and programs for youth and adults.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Center Specialist.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

To assist in coordinating, promoting and implementing a variety of recreation activities and programs including preparing and distributing flyers and posters, setting up facilities and fields for events and maintaining activity calendars and bulletin boards.

Respond to inquiries or requests for information from interested community groups and citizens.

Maintain recreation facilities and equipment in a neat and orderly manner; clean kitchen and cooking utensils as needed; take inventory of equipment, supplies and materials.

Participate in center meetings; assist in evaluating program techniques and content.

Prepare and submit attendance reports.

Participate in teaching recreation classes such as arts and crafts and outdoor games to children, adults and the handicapped population.

Supervise children on playgrounds; supervise organized games and act as referee.

May be required to perform general clerical duties including operating a personal computer.

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office and field environment; exposure to dust/mites and radiation hazards; extreme heat and constant noise; walking; stooping; standing; squatting; sorting; sitting; seeing; filing; grasping; cleaning; reading; decision making; reaching above shoulder level; pushing, pulling, lifting and carrying up to 50 pounds; using both hands for simple and firm grasping; clarity of hearing; fine finger manipulation; operation of a motor vehicle through city traffic.

QUALIFICATIONS

Knowledge of:

Techniques of supervising children during recreation activities.
General program content for community recreation activities in the area of assignment.
Recreational, cultural, and social needs of the community.
Modern office practices, procedures and equipment.
Basic mathematics.

Ability to:

Assist in coordinating, organizing, and implementing recreation and leisure time activities and specialized events.
Prepare and distribute publicity concerning new or ongoing recreation offerings.
Work with the handicapped, children and adults in supervising recreation activities and services.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

One year of experience in directing recreational activities is highly desirable.

LICENSES AND CERTIFICATES

Possession of a valid Texas Drivers License.

The City of La Porte is an Equal Opportunity Employer of Qualified Individuals

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(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date