



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: February 14, 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 youth and which promote qualities that are essential to raising successful young people. Recreation Leaders (II) are 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. This position is responsible for supervision of part-time 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 is conducted primarily in an outdoor setting, and includes occasional trips to other sites within the Town-limits and weekly trips outside of the Town-limits. Work is conducted 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 camp 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, provide instruction to a wide variety of age groups maintain work pace, relate to people of all ages, mentor, divert, persuade, perform varied, complex tasks, and evaluate.

Supervision Received and Exercised

This position receives general supervision from the Recreation Coordinators and Parks & Recreation Director and is responsible for the supervision of staff, counselors in training and day camp participants.

EXAMPLES OF DUTIES

- Plan 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 on and off-site.
- Use positive discipline and communicate effectively with parents/guardians.
- Monitor supplies and create weekly supply list.
- Perform duties within OSHA health and safety standards.
- 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) and Counselors in Training, including adherence to Town policies and procedures.

QUALIFICATIONS

Knowledge and Abilities

- 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

Applicant must be at least eighteen (18) years old.

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 or ability to obtain certificate.