

<b>CITY OF THE COLONY</b> Status: Non-Exempt Prepared By: Recreation Coordinator	<b>Recreation Leader          (Recreation Center)</b>	<b>PARKS &amp; RECREATION          DEPARTMENT</b>  Revised: 02/2015
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<b>JOB SUMMARY</b>
<p>Under the direct supervision of the Recreation Coordinator, the Recreation Leader is responsible for the daily duties at the recreation center. This position is responsible for assisting patrons, maintaining a clean appearance at the recreation center, and being knowledgeable of all programs and activities. This position is responsible for providing the highest level of customer service in all personal interactions with customers.</p>

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. Monitor activities at recreation center, answer phones, checkout equipment, manage customer requests, and assist patrons.</li> <li>2. Communicate effectively and courteously with customers and staff in person, in writing or telephone.</li> <li>3. Assist in maintaining daily stats on facility usage/program participation.</li> <li>4. Set up and tear down volleyball poles, nets; set up and tear down wallyball net; set up tables and chairs; raise and lower basketball goals; set up and take down score clock.</li> <li>5. Assist supervisor and coordinators with other administrative duties and projects as assigned.</li> <li>6. Assist with planning and implementing special activities and programs at the recreation center.</li> <li>7. Assist with community wide special events.</li> <li>8. Prepare incident/accident/damage reports.</li> <li>9. Register patrons for programs.</li> <li>10. Operate floor machine.</li> <li>11. Attend monthly in-service.</li> <li>12. Must have flexible schedule to be able to work days, evenings, weekends and holidays (as necessary). This position is scheduled 15-19 hours per week working mainly evenings and weekends.</li> <li>13. Perform light housekeeping and maintenance duties.</li> <li>14. Ability to carry, push, pull, lift or hold up to 60 lbs. of equipment or furniture.</li> <li>15. May be required to work in extreme weather conditions for activities and events.</li> <li>16. Sits for extended periods of time at desk using the computer preparing reports, schedules, flyers, etc.</li> </ol>

<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>
<ol style="list-style-type: none"> <li>1. Ability to use effective verbal and written communication skills with staff and public, as well as show effective leadership.</li> <li>2. Ability to use good judgment in handling customer requests, altercations and emergency situations.</li> <li>3. Ability to be creative, a self-starter, and work with minimum supervision.</li> <li>4. Knowledge of weight training skills; general knowledge of rules for various games and activities.</li> <li>5. Ability to perform light maintenance on game tables and equipment as needed.</li> <li>6. Working knowledge of computer system and software, fax machine and copier.</li> </ol>

7. Working knowledge of Rec Trac, Microsoft Word, Excel, Access, Power Point, Corel DRAW and/or other various software applications.

**EDUCATION, EXPERIENCE AND CERTIFICATION**

1. Must be at least 16 years of age.
2. High School diploma or GED preferred.
2. Recreation background preferred.
3. CPR/1<sup>st</sup> Aid certification or ability to obtain certification within 30 days of employment.

**CERTIFICATION**

Employee Signature:

Date Signed:

Immediate Supervisor  
and/or Department Head:

Date Signed: