



## City of Greenfield

### RECREATION ACTIVITIES LEADER

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Job Title:	Recreation Activities Leader
Department:	Recreation
Reports To:	Recreation Coordinator   Assistant Coordinator
Employee Type:	Fulltime
FLSA Status:	Non-exempt
Effective Date:	07.2020

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#### **DEFINITION**

Plans, coordinates, and promotes recreational programs and activities; develops and implements recreational programs.

#### **SUPERVISION EXERCISED AND RECEIVED**

General supervision is received from the Recreation Coordinator or Assistant Recreation Program Coordinator. Direct supervision may be provided for Recreation Activity Leader and other instructors.

#### **ESSENTIAL FUNCTIONS:**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform similar or additional duties as assigned from those set forth below to address departmental needs and changing departmental practices. Duties may include, but are not limited to the following:

- Implements program activities by conducting, guiding and training program participants.
- Gathers and assembles materials and supplies for recreation activities.
- Registers participant for classes.
- Handles money exchanges.
- Prepares and distributes flyers, pamphlets and other general promotional material.
- Deals tactfully and courteously with the public and other City employees by establishing and maintaining cooperative working relationships. Provides information and assistance to individuals inquiring about departmental policies and programs.
- Provides recreation and maintenance support to Recreation Coordinator and/or Assistant Recreation Coordinator in general areas of playgrounds, buildings and rentals and youth center.
- Opens, closes, inspects, cleans and organizes buildings as necessary following each activity.

- Performs a variety of office, accounting and recreation assignments, including typing, proofreading, filing and recording and checking information on records; answers the telephone and waits on the public, scheduling appointments and giving information and assistance as required; operates office equipment and files documents and records according to predetermined classifications; maintains alphabetical index and cross-references files; and prepares and distributes forms.
- General office work, Microsoft Office, calendar management, electronic and hard copy record keeping
- Document and data tracking, the composition of memoranda, spreadsheets, program registration and revenue collection
- Performs related work as assigned.

### **QUALIFICATIONS**

Knowledge of and Ability to: The following generally describes the knowledge and abilities required to enter the job and/or to be learned within a defined short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

- Operation, procedures, policies and precedents of the office and department where assigned; correct English usage, spelling, grammar and punctuation; mathematics; telephone and receptionist techniques; indexing, filing and record keeping methods and procedures; modern office methods, practices and procedures.
- Individual and group recreation activities including games, sports, crafts, etc. for all ages.
- First aid techniques.

#### **Ability to:**

- Involve groups and individuals in program participation.
- Develop, coordinate, implement, and guide recreational activities and opportunities including outdoor recreation activities such as Youth and Adult Sports, Arts, Senior programs, Afterschool Programs, Day camps, etc.
- Understand and communicate with supervisor.
- Establish and maintain effective working relationship
- Deal tactfully and courteously with the public and other City employees
- Stand, bend, sit, kneel, reach and move about safely in City business offices and other work locations.
- Pick-up, manipulate, move, raise and lower small office equipment, materials and supplies, and work products weighing 50 lb. or less; ability to use approved stepping stools/ladders.
- Read handwritten, typed or machine generated text, graphical and statistical material without aides other than eyeglasses and, or contact lenses.
- Absorb data, learn and apply procedures required to perform the full range of analytic tasks required by typical duties of the class.

#### **Education and Experience:**

Any combination equivalent to training and experience that would provide the required knowledge and abilities would be acceptable for employment. A typical background for minimum qualifications in both education and experience would be:

- Education: High School Diploma or Equivalent
- Experience: One (1) year of work or volunteer experience serving as a Recreation Instructor or similar position.

**SPECIAL REQUIREMENTS:**

Special requirements include being available to work evenings, weekends, and holidays as required.

**TOOLS AND EQUIPMENT USED:**

Requires use of a personal computer and related software programs, calculator, telephone, copy machine and fax machine. The Recreation Department will supply all necessary materials and equipment to conduct all programs and events effectively and successfully.

**PHYSICAL DEMANDS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, and turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and equipment weighing 50 pounds or less is also required.

**WORK ENVIRONMENT:**

Employees work in an office environment or in any building or structure within the service area. Work may be performed outdoors with exposure to inclement weather, exposure to noise, dust, grease, fumes, gases, and potentially hazardous chemicals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

All of the statements listed in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.