

CITY OF SCOTTS VALLEY

CLASS SPECIFICATION
SENIOR RECREATION LEADER/SITE DIRECTOR

JOB PURPOSE

Under general supervision, to plan, organize and direct a varied indoor and outdoor recreation program and to do related work as required.

EXAMPLES OF DUTIES

Essential Duties:

- ~ Develop a recreation day camp program including activities such as crafts, nature, music, art, sports, drama, cooking, field trips and special events;
- ~ Supervise recreation programs;
- ~ Serve as an instructor of day camp activities;
- ~ Supervise and work closely with recreation leaders and volunteers;
- ~ Responsible for facility upkeep;
- ~ Maintain program and facility safety standards;
- ~ Keep appropriate records;
- ~ Prepare reports on various aspects of the recreation programs;
- ~ Attend staff meetings and in-service trainings.

Marginal Duties:

- ~ Perform related duties as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Requires two years of experience supervising recreation activities; completion of sufficient education for successful job performance; and possession of a valid California motor vehicle operator's license. Must possess fifteen (15) units appropriate to elementary school age children or other qualifications as cited in Title 22, Division 12 regulations and 3 units administration.

Ability to: Provide needed leadership in planning and developing recreation activities; schedule programs and activities; prepare clear and concise reports; work harmoniously with staff, officials and the public.

Knowledge of: Principles and techniques of planning and directing a variety of recreation activities; day camp programs and recreation activities for preschool through young teens; a wide variety of community recreation programs.

CITY COUNCIL APPROVAL DATE: *March 18, 1992*