

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## SENIOR RECREATION LEADER/HEAD TEACHER

### **JOB PURPOSE**

Under supervision, to plan, organize, and direct a variety of indoor and outdoor recreation programs, and to do related work as required.

### **EXAMPLES OF DUTIES**

#### **Essential Duties:**

- Direct a school-age recreation program;
- Serve as instructor of crafts, nature, music, art, sports, drama, cooking, field trips and special events;
- Instruct recreation programs;
- Instruct day camp activities;
- Supervise and evaluate recreation leaders, recreation aides, and volunteers;
- Maintain inventory of recreation equipment;
- Keep appropriate records;
- Prepare reports on various aspects of the recreation programs;
- Attend staff meetings and in-service training;
- Assist with department and citywide special events;
- Responsible for purchasing program supplies;
- Assist with facility upkeep and safety standards.

#### **Marginal Duties:**

- Performed related work as required.

### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Requires two years experience instructing recreation activities and possession of a valid Class C motor vehicle operator's license. Must be 18 years of age at time of employment. Must possess 12 units appropriate to elementary school age children or other qualifications as cited in Title 22, Division 12 regulations.

**Ability to:** Provide leadership to children participating in recreation activities; develop interest in activities and encourage participation; schedule activities in recreation centers; maintain an inventory of recreation equipment; communicate courteously and effectively with public; keep records and prepare reports; earn the respect of all participants and the public.

**Knowledge of:** Some aspects of community recreation programs, rules and equipment used in a variety of athletic and cultural activities.

CITY COUNCIL APPROVAL DATE: May 6, 1998