

City of Macedonia
Parks & Recreation Department Job Description

Job Title: Recreation Leader

General Description of Work: Supervise and or officiate recreation programs in the recreation center or in park area.

Supervision Received: Receives specific supervision from the Recreation Supervisor and Recreation Director.

Essential Functions:

- Responsible for supervising participants and maintaining a fun and safe environment
- Officiate within games and activities and responsible for knowing general game rules
- Responsible for set up and clean up for activity
- Assists in promotion of the activity
- Takes attendance and insures proper registration of participants
- Distributes and program evaluation forms
- Assists with the supervision of staff and volunteer help

Minimum Qualifications:

- Ability to organize program activities
- Good interpersonal skills to effectively work and communicate with co-workers, all age groups and the general public
- Possess excellent customer service skills
- Ability to work a flexible schedule to include weekends and evenings

Education:

- High School Diploma or currently attending

Experience:

- One year experience supervising young children
- Recreation programming experience preferred

Other:

- First Aid, CPR, and AED certification

Work Environment:

- The Functions of this position are sometimes performed in the recreation center with good ventilation and lighting, and sometimes outside the center in varying weather and temperature conditions. Some functions will cause exposure to light chemical substances such as cleaning products.

Physical Requirements:

- Ability to see and hear
- Abilities to jog, sit, stand, stoop, bend and walk about
- Ability to lift children up to 50 lbs

- Possess an audible voice for communication
- Ability to move tables, chairs and other objects for room set ups

Pay Range: Grade 2 - \$9.00 – \$14.96/hr.

Employee Name (Print) _____

Employee Signature _____ Date _____