



Town of Moraga

Recreation Leader I

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established:

Revised: February 14, 2019

Employee Group: Unrepresented; Limited Service - Seasonal

FLSA Status: Non-Exempt

CLASSIFICATION DESCRIPTION

Purpose

The Recreation Leader I position is responsible for providing high-level programs and services through the Parks and Recreation Department which provide concrete, positive experiences for youth and which promote qualities that are essential to raising successful young people. Recreation Leaders (I) are responsible for implementing the curriculum for the Town's day camp program which offer youth daily activities, including arts, crafts, games, field trips, and special events. This position may also work additional seasonal events for the Parks and Recreation Department throughout the year.

Working Conditions

Work is conducted primarily in an outdoor setting, and includes occasional trips to other sites within the Town-limits and weekly trips outside of Town-limits. Work is conducted with others in a group with occasional exposure to excessive noises.

Physical and Mental Demands

Physical: Must possess mobility to work in a standard, active camp setting. The position requires the ability to talk, listen, stoop, kneel, reach, sit, stand, move, walk, run, jump, bend, crouch, crawl, climb, twist, and engage in repetitive motions. Occasionally work requires lifting or moving up to 50 pounds.

Mental: Must possess the ability to interpret and follow instructions, read, write, coordinate, negotiate, instruct, supervise, speak, maintain work pace, relate to other people, and relate to children.

Supervision Received and Exercised

This position receives general supervision from the Recreation Coordinators and Parks & Recreation Director with direct supervision from the Recreation Leader II. Incumbents in this class do not routinely exercise supervision over other staff. The position provides direct supervision of Counselors in Training and day camp participants.

EXAMPLES OF DUTIES

- Plan and lead arts, crafts and games according to the theme of the week.
- Serve as a mentor and role model to campers.
- Work as part of a team of leaders.
- Safely and appropriately supervise campers on and off-site.
- Use positive discipline and communicate effectively with parents/guardians.
- Perform duties within OSHA health and safety standards.

QUALIFICATIONS

Knowledge and Abilities

- Experience working with youth in a recreation setting.
- Energetic, self-motivated, creative and organized.
- Ability to work as part of a team.

Education and Experience

Minimum age for employment is 16 years. Candidates under the age of 18 will require a work permit.

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

Experience: One (1) year work experience, preferably in a customer service-oriented environment or in youth recreational activities.

Education: Enrolled in, or graduated from, high school.

License or Certificate

- Current First Aid/ CPR Certificate or ability to obtain certificate.