

CITY OF FIRCREST, WASHINGTON
POSITION DESCRIPTION



Class Title: Recreation Leader (Seasonal, Part-Time)
Department: Parks and Recreation
Division: Parks and Recreation
Representation: N/A
Salary Range: \$17.50 - \$18.00 per hour
Hours: Seasonal and temporary positions are not eligible for City benefits
15 – 20 hours per week; must be able to work evenings, weekends, and holidays when applicable; shifts will vary

First Review of Applications: 09/25/2024

Position Open Until Filled

POSITION SUMMARY:

The part-time Recreation Leader position works under the general supervision of the Parks and Recreation Director. The Recreation Leader assists with, supports, and carries out programs and provides services as directed by the Parks and Recreation Director, Recreation Coordinator, or Recreation Specialist. Recreation Leaders provide leadership for specific activities, supervise the Community Center or park grounds, monitor the Party Room, set up activities, help intake program registration, organize low-level games and activities for youth and families, and provide front-line supervision and leadership.

ESSENTIAL FUNCTIONS include but are not limited to:

- Assist with planning, preparing, and leading programs and activities for groups, individuals, and people of all ages.
- Set up rooms or play areas for activities and events.
- Monitor and maintain a clean and safe environment throughout the assigned facility, including the Party Room, gymnasium, and park ground.
- Direct volunteers in carrying out an activity.
- Answer the telephone and take program registrations.
- Participate in program evaluations.
- Assist in creating news releases, weekly publications, or program flyers.
- Assume other duties as assigned by the Supervisor.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or General Equivalency Diploma (GED) equivalent is required.
- Minimum 18 years of age. – Will need a minor work permit if under 18.

Necessary Knowledge, Skills, and Abilities:

Knowledge of:

- Must have knowledge and experience in leading or organizing activities.
- Knowledge of generally accepted office procedures and practices.
- Must possess good organizational skills while remaining flexible.
- Knowledge of customer service techniques.
- Knowledge and experience working with people of all ages and people with disabilities in a recreational and/or work setting.

Ability to:

- Complete all required department training.
- Ability to problem solve, exercise mature judgment, and ensure the safety of patrons.
- Communicate, read, write, and understand English at a level necessary for efficient job performance.
- Establish and maintain positive, professional, and effective working relationships with the public, other employees, supervisors, and the Recreation Director.
- Work under pressure and/or with frequent interruptions.
- Work in a team atmosphere with other City staff.
- Maintain confidentiality of records and information.
- Identify problems and make recommendations to resolve them.
- Use a personal computer and learn job-related software applications.
- Maintain predictable and regular attendance.
- Maintain a sense of humor and positive attitude.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must have current CPR and First Aid certifications or the ability to obtain within 30 days of employment.
- Ability to demonstrate proof of work eligibility.

SUPERVISION:

Work is performed under the general supervision of the Recreation Director. This position does not typically supervise others.

TOOLS AND EQUIPMENT USED:

Shared computer, Microsoft Office applications (including word processing and spreadsheet software), and multi-line phone system, copier, printer, and fax machine.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully.

While performing the duties of this job, the employee is frequently required to stand for extended periods, move equipment for event setup, and work in various weather conditions. The noise level in the work environment is moderate to loud.

The employee is occasionally required to stand, reach, walk, stoop, kneel, crouch, or crawl, and use hands and arms to reach, handle, grasp, feel, or operate objects, tools, or controls. The employee must occasionally lift or move up to 25 pounds. Employees will be required to wear safety protective gear when necessary.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check, and job-related tests might be required. Due to the responsibilities of interacting with the public, background checks are mandatory for this position.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.

The City is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, gender identity, or any other legally protected status. Applicants requiring reasonable accommodation for the application and/or interview process should notify us immediately.

This job description does not constitute a contract of employment between the City and the employee and is subject to change as the City's needs or job requirements change.

This job description in no way implies that these are the only duties to be performed and is intended only to provide a general description of duties performed by an employee in this classification. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

BENEFIT INFORMATION:

Seasonal and temporary positions are not eligible for City benefits.

The City of Fircrest creates an environment that supports wellness practices that enhance the quality of life for City employees and encourage participation in an employee wellness program. As a result, the City is a recipient of the Association of Washington Cities Well City Award.