

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 944

RECREATION LEADER

GENERAL

Technical work in conducting organized and individual program activities. Work is performed under general supervision.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Organizes and participates in a wide variety of recreation activities for different age groups and interests.
- Supervises part-time personnel and volunteers when necessary.
- Assists supervisors with administrative details involved in organized sports programs.
- Instructs individual or groups in rules of games, skill development and safety.
- Maintains playground or recreation center equipment and games inventory.
- Evaluates activities orally and in writing.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to conduct recreation programs.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent. Experience in playing or teaching various recreational games and activities.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some running standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 10/22

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Classification: 20/42

Location: Parks and Recreation/Cultural Affairs Departments

GERS: Regular Class