

EAST BAY REGIONAL PARK DISTRICT

RECREATION LEADER IV

GENERAL FUNCTION

Under supervision, assists in the coordination and implementation of a comprehensive offering of regional recreational and volunteer opportunities, special events, tours, and skills training at District recreation facilities.

ESSENTIAL FUNCTIONS

This position performs the support tasks necessary to organize and deliver recreation programs. Assists in developing, coordinating and implementing special events and recreation programs and activities in areas such as day camps for teens, pre-teens, families, etc. Facilitates the delivery of recreational programs through the procurement of materials and supplies, and may perform hands-on service delivery. Acts as second-level supervisor for Recreation Leader I and II personnel and first level supervisor for Recreation Leader III personnel.

OTHER FUNCTIONS AND DUTIES

May assist the Recreation Coordinator and/or Assistant in one or more of the following areas: responding to public inquiries and preparing necessary support documents, reports, analyses, and recommendations; assisting in researching and organizing agreements with potential instructors and service providers; and assisting with marketing and promotional efforts. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education:	Completion of 60 semester or 90 quarter units of college-level course work with an emphasis in Recreation or a related field.
Experience:	Six months of experience supporting, administering, planning, or delivering recreational activities.
Substitution:	Additional college-level coursework related to the duties and responsibilities may be substituted for the required experience on the following basis: 90 semester or 115 quarter units of college-level coursework in recreation, social work, human development or related fields fully meets the minimum qualifications requirements for both education and experience. Additional experience directing outdoor recreational activities may be substituted for the education requirement. Completion of three full seasons of recent experience in a leadership capacity fully meets the education and experience requirements.

OR AN EQUIVALENCY OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of recreational programs and activities suitable for a variety of ages. Ability to plan, organize, and conduct recreation activities. Effective verbal and written communication skills. Ability to establish and maintain positive working relationships with those contacted in the course of work at all levels, including a culturally diverse public, with a focus on quality service to internal and external customers.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license, Class C, is a condition of initial and continued employment in this classification. Current certification in First Aid and CPR are conditions of initial and continued employment in this classification. May be required to work unusual hours, weekends, and holidays. May be required to wear a District uniform.

REPORTS TO: Recreation Coordinator or Recreation Assistant

SUPERVISES: May supervise other seasonal employees and volunteers, but has no supervisory responsibility for regular-status or temporary employees.