

EAST BAY REGIONAL PARK DISTRICT

RECREATION LEADER III

GENERAL FUNCTION

Under supervision, plans, directs, and leads outdoor recreation programs including day camps, special events, and other activities. Performs record keeping and other work as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Supervises Recreation Leader I and II personnel and volunteers in leading outdoor recreation programs and activities, such as special events, day camps for teens, pre-teens, and families, and other activities. Plans, organizes, and leads recreational programs. Activities may include hiking, backpacking, camping, kayaking, games and skits, mountain bike riding, horseback riding, nature study, and fishing. Trains staff in the various activities that are planned and in techniques to lead groups. Ensures schedules of events or activities are prepared, and reviews schedules for appropriateness and sufficiency. Resolves conflicts that cannot be handled by others. Maintains discipline among attendees and groups and ensures observance of required safety precautions. Responds to emergencies, which may include applying first aid or CPR and proper notification and reporting. Resolves any problems involving supplies, tools, and equipment. Collects records, prepares reports, and completes program evaluations.

MINIMUM QUALIFICATIONS

- Education: Completion of 18 semester or 24 quarter units of college-level course work in recreation, social work, human development or related fields, AND
- Experience: One season of recent experience in a leadership capacity over recreation leaders or counselors, which involved independently planning and coordinating outdoor recreation activities or group camps.
- Substitution: Additional college-level course work related to the duties and responsibilities may be substituted for the required experience on the following basis: 24 semester or 32 quarter units of college-level course work in recreation, social work, human development or related fields fully meets the minimum qualifications requirements.
- Additional experience directing outdoor recreational activities may be substituted for the education requirement. Completion of two 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 outdoor recreational programs and activities. Knowledge of first aid and CPR. Ability to supervise diverse individuals and groups of teens, pre-teens, and adults, including at risk youth. Ability to organize activities and communicate effectively. Ability to teach and lead skills, motivate staff, and serve as a positive role model. Ability to compile information and prepare reports. Ability to recognize and handle emergency situations. 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, and 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 Leader IV, Recreation Coordinator, or Recreation Assistant

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