

EAST BAY REGIONAL PARK DISTRICT

RECREATION LEADER II

GENERAL FUNCTION

Under supervision, assists in organizing and leading outdoor recreational programs, including day camps, special events, and other activities. Performs record keeping and other work as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Assists in planning and organizing outdoor recreational programs and activities, such as special events, day camps for groups of teens, pre-teens, and families, and other activities, which may include hiking, backpacking, camping, kayaking, games and skits, mountain bike riding, horseback riding, nature study, and fishing. Instructs and leads groups in the various activities that are planned. Develops a schedule for the activities planned, resolves conflicts between individuals or groups, and leads group discussions on various topics. Maintains discipline and ensures observance of required safety precautions. Responds to emergencies and administers first aid or CPR as required. Maintains records of participation, supplies, and equipment usage. Ensures adequate supplies, tools, and equipment are available.

MINIMUM QUALIFICATIONS

- Education: Completion of 12 semester or 16 quarter units of college-level course work in recreation, social work, human development or related fields, AND
- Experience: One season of recent experience planning and conducting outdoor recreation activities.
- Substitution: Additional college level course work that is related to the duties and responsibilities may be substituted for the required experience on the following basis: 18 semester or 24 quarter units of college or university level course work, in recreation, social work, human development or related fields, fully meets the minimum qualifications requirements.
- Additional experience planning and leading outdoor recreational activities may be substituted for the education requirement. Completion of two full seasons of recent experience independently planning and conducting outdoor recreation activities 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 lead individuals and groups of teens, pre-teens, and adults, including at risk youth. Ability to plan activities, and to motivate and encourage a willingness to participate. Ability to keep accurate records and write 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 III or Recreation Leader IV

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