



RICHLAND COUNTY RECREATION COMMISSION

Facility Operations Department

Recreation Leader

\$11.00 – \$13.00

(hourly wage based on education and experience)

Job Summary

Under general supervision, performs various tasks and assignments to lead and assist in the implementation of recreation programs and activities. Supervises programs conducted in the Community Recreation Centers, Community Centers, athletic fields, special events, and/or senior programs. Plan and implement programs, events and activities. Performs routine administrative tasks to complete required paperwork. This is a part-time year round position.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Interacts with the general public in person and by phone; provides information about programs and activities; registers participants; issues and checks membership cards; receives fees; enforces rules and regulations of the facility.
- Sets up and takes down equipment used for classes and events; maintains, stores, and monitors inventory of equipment; issues athletic equipment to participants.
- Participates in programs, classes, activities, and events; leads crafts, games and other activities for children.
- Assists in cleaning and maintaining the facility.

- Performs routine administrative tasks for the department; collects funds; prepares deposits as requested; performs routine data entry, record keeping, filing, faxing, and copying documents.
- Provides assistance and input regarding programs, participants, and volunteers.
- Operate a computer and other equipment necessary to complete essential functions to include word processing, e-mail and other programs.
- Communicates with supervisors, employees, other departments, vendors, the public and outside agencies; attends various meetings as required.
- May assist with planning and preparation for the department's special events to include preparing flyers, receiving application for upcoming events, making phone contacts, sending out correspondence, purchasing of smaller items for special events.
- May assist with special events including Senior Trips, etc.
- May be assigned to work with senior citizens and create events especially for them.
- Performs other related duties as required.

Minimum Education & Experience

High school diploma or equivalent with one to two years' experience in a customer service role with direct interaction with adults and children; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain CPR & First Aid Certifications within six months of employment. Requires a valid driver's license.

Knowledge, Skills & Abilities

- Ability to determine, calculate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to read a variety of reports, informational documentation, directions, instructions, and methods and procedures.
- Ability to prepare required paperwork with proper format, punctuation, spelling and grammar, using all parts of speech.
- Ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.
- Ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

- Ability to utilize a wide variety of reference and descriptive data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to inspect items for proper length, width, and shape, visually with job-related equipment.
- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.
- Ability to perform various administrative tasks and assignments to support the development of public programming.
- Ability to supervise and coordinate program activities.
- Ability to effectively recruit volunteers for recreation, athletic, and support service programs.
- Skill to interact with adults and children participating in events and activities.
- Ability to present program information and monitor activities.
- Ability to provide input regarding programming activities.
- Knowledge of the terminology, principles and methods utilized within the department.
- Ability to keep abreast of any changes in policy, methods, administrative changes, or related operations updates as they pertain to departmental operations and activities.
- Ability to implement policy changes within the department and ensure adherence to all established guidelines, procedures and policies.
- Ability to effectively communicate and interact with subordinates, supervisors and members of the general public, and all other groups involved in the activities of the department.
- Ability to assemble information and make written reports and documents in a concise, clear, and effective manner.
- Ability to use independent judgment and work with little direct supervision as situations warrant.
- Ability to perform required calculations.
- Knowledge of and proficiency with computers and software programs typically utilized in the position.
- Ability to read, understand, and interpret technical reports and related materials.

Physical Requirements

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Requires the ability to: coordinate hands and eyes in using job-related office and maintenance equipment; handle a variety of items, job-related equipment, control knobs, switches, etc.; use one hand for twisting or turning motion while coordinating other hand with different activities; differentiate between colors and shades of color; talk and/or hear. Must have minimal levels of eye/hand/foot coordination.

FLSA Status

Non-Exempt