

# **ASSISTANT RECREATION LEADER**

**Department: Parks Recreation and Cultural Affairs**

**Classification: Non-Competitive**

**Specification Number: 2350**

**Approved: 5/6/22**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Graduation from a standard senior high school or possession of a high school equivalency diploma.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**Under direct supervision, an employee in this title is responsible for assisting in the leadership of a recreation facility. The incumbent is required to work with all age groups in a firm and tactful manner, and must also possess the ability to rapidly acquire a knowledge of the rules and objectives of a variety of games, hobbies and sports. Work is performed in accordance with a pre-determined recreation program and is subject to close supervision. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

- Assists in directing a variety of recreational activities for all age groups;**
- Instructs the participants in the various recreational activities;**
- Enforces safety rules and regulations at a recreation facility;**
- Administers first aid when necessary;**
- Issues and cares for equipment, materials and supplies;**
- Acts as a sports official;**
- May keep records and make periodic reports.**

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

**Some knowledge of sports, games, hobbies and related recreational activities; ability to acquire further knowledge of the rules and objectives of a variety of games and sports; ability to meet with the public tactfully and courteously; ability to create interest in the recreation program and give instructions in various recreational activities; ability to work with groups of all ages in a firm and tactful manner; ability to maintain records and prepare reports; physical condition commensurate with the demands of the position.**