

Job Description



Position:	RECREATION LEADER
Reports to:	Recreation Coordinator, Recreation Specialist or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Part- Time: Up to 30 hours/week (0.75 FTE).

Position Overview

Performs responsible, professional recreation work under the general supervision of a Recreation Coordinator, Recreation Specialist, or Recreation Supervisor. The nature of the duties often requires the work to be performed independently. Responsible for the coordination and implementation of recreational services including, but not limited to, sport activities, youth and adult programs, special events, children's classes, and senior services. Supervises Recreation Aides and Volunteers as necessary.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

Recreation Leader I – Entry Level

- Oversees and directs the work of Recreation Aides and Volunteers as needed.

Recreation Leader II- Journey Level

- May assist with program development
- Involvement in grant management and coordination
- Performs a variety of administrative tasks such as processing invoices, managing correspondence, and maintaining records
- Participate in organizing event setups, coordinating logistics, managing inventory, and supporting various activities

Recreation Leader III- Advanced Level

- Responsible for coordinating, planning, and conducting assigned recreation activities
- Assists with promotion of programs and/or events
- Responsible for selection, training, and evaluation of subordinates as assigned
- Assist in program evaluation
- Responsible for participant and staff safety of assigned programs
- Drive District vehicle to transport patrons on scheduled trips
- Attend staff meetings and other meetings as assigned
- Evaluate assigned programs and staff
- Handle budget responsibilities directly related to programming
- Create flyers, promotional materials, and catalogs for all newly created sports classes

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- Clean, organize, and prepare district sports facilities and fields at each event location
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic techniques, and methods of successful leadership
- Planning, organizing, and conducting recreation activities
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Recreation Leader I

- High School diploma or the equivalent.
- One year of successful and progressive experience as a leader in a variety of recreation activities

Recreation Leader II

- High School diploma or the equivalent.
- One year of successful and progressive experience as a leader in a variety of recreation activities

Recreation Leader III

- High School diploma or the equivalent years of successful and progressive experience as a leader in a variety of recreation activities

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, while maintaining an acceptable driving record for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

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Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

Direct Reports

Recreation Aides and Volunteers.

Benefits

The District offers a comprehensive benefits package that varies based on full-time or part-time employment status. Benefits may include medical, dental, vision, retirement plans, paid leave, and other employee programs.

Full-time employees are typically eligible for CalPERS retirement, health coverage, paid vacation and holidays, and other core benefits. Part-time employees are eligible for certain benefits. For the most current and detailed information, please contact the District or refer to the official benefits summary.

Job Description Action

Status:	<i>Approved</i>
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Reviewed:	<i>11/21/2025</i>

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