

## RECREATION LEADER

GENERAL STATEMENT OF DUTIES: Has responsibility for the organization and personal leadership of a variety of recreation activities in a particular phase of the recreation program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level recreation employee, an incumbent in this class is responsible for the conduct, under personal direction, of a particular program, within the guidelines and specific policies of the recreation program. The Recreation Leader conducts activities with assigned groups of all ages, in varying programs and in different indoor/outdoor facilities or centers. This position is distinguished from that of Senior Recreation Leader by the degree of responsibility and level of independent judgment utilized. Supervision may be exercised over subordinate personnel, including seasonal and volunteer staff.

### EXAMPLES OF WORK: (Illustrative Only)

Implements the program planned for a facility (e.g. community center, playground, gymnasium, game room, etc.);

Organizes, promotes, and conducts diversified recreation activities such as games, sports, trips, dance, music, story-telling, nature, special events, tournaments, etc.;

Encourages groups and individuals to participate in offered programs;

Organizes groups according to age, interest and ability;

Schedules faculty activities;

Supervises play or club activities;

Plans daily schedule for playground activities;

Keeps records of activities and attendance;

Inspects facilities and equipment as a safety measure;

Acts as a Sports Official and maintains order at games and contests;

Collects entries and makes drawings;

Keeps records and makes periodic reports;

Attends staff meetings to discuss special problem(s), the inter-playground program(s) and the community recreation program(s);

Gives first aid when necessary;

Distributes and maintains control over equipment and supplies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of first aid; good knowledge of recreation theory and practices; good knowledge of the organization and conduct of one or more types of recreational activities with an emphasis on the organization and conducts of games or athletic events; ability to stimulate and hold the interest of the participants; ability to get along well with others; creativity; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a high school or possession of a high school equivalency diploma and either: (a) completion of two (2) years of study at a recognized college\* in the field of Recreation, Parks, or Physical Education and one (1) year of paid experience in the conduct of recreation activities; or (b) completion of two (2) years of study at a recognized college\* in a closely related field or allied field (i.e., sports management, leisure studies, therapeutic recreation, or other recreational degrees) and two (2) years of paid experience in the conduct of recreation activities or services; or (c) three (3) years of paid experience in the conduct of recreation activities; or (d) a satisfactory equivalent combination of the foregoing training and experience.

Note: Additional college credits may be substituted on a year for year basis for the experience required in (a) or (b) where 30 credits equal one year of experience.

\* Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary degree granting organization or the degree program must be accredited or recognized by the National Council on Accreditation.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages,  
Cities of Peekskill & Rye  
School Districts  
J. C.: Competitive

Job Class Code: 0268 (Municipalities)  
S268 (School Districts)