

**PARKS & RECREATION LEADER**  
**(SEASONAL)\***

**GENERAL STATEMENT OF DUTIES:** Under supervision is responsible for the conduct of particular phase of the recreation program; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the conduct of a particular program, the responsibility for a single playground under general supervision, or assisting with the conduct of various minor or periodic activities. The work is performed under general direction from a higher ranking professional or technical employee. Supervision may be exercised over subordinate level personnel.

**EXAMPLES OF WORK:** (Illustrative only)

May be in charge of or assist in the direction of recreation programs and activities at a specific playground or play area;

Organizes, promotes and directs activities such as softball, badminton, paddle tennis, nature studies, hikes, camping, arts and crafts, story-telling, dancing, singing, dramatic, quiet games, etc.;

Assists with the organization and supervision of a gymnasium program;

Assists in the organization of and conducts of socials, dances, and other special events;

Plans daily schedule of playgrounds activities;

Acts as an official and maintains order at games and contests;

Collects entries and makes drawings;

Inspects equipment for safety;

Operates a public address system and movie projector;

Attends staff meetings to discuss special problems, the inter-playground program and the community recreation program;

Distributes, keeps records of and maintains equipment;

Gives first aid.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of the organization and conduct of one or more types of recreational activities with an emphasis on the organization and conduct of games or athletic events; ability to stimulate and hold the interest of the participants; thorough knowledge of first aid.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

- (A) Graduation from high school, or
- (B) In lieu of high school graduation, prior experience in an organized recreation or athletic program may be substituted on an equivalent basis.

\*MEMORIAL DAY LABOR DAY – ST. CSC 4-30-96, Retyped 5-1-04