

**CITY OF MIAMISBURG
PARKS AND RECREATION DEPARTMENT
POSITION DESCRIPTION**

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| Class Title: | Recreation Leader | Civil Service: | Unclassified |
| Department: | Parks and Recreation | Bargaining Unit: | N/A |
| Division: | Recreation & Special Events | FLSA Class: | Non-Exempt |
| Hours: | Part-Time & Seasonal | Location: | Assigned Programs |

General Purpose

This position is responsible for assisting in the development and directly responsible for implementation of recreational programs.

Educational & Experience Requirements

Previous experience in working with targeted populations in a leadership role.
Demonstrated ability in organizing and conducting a variety of recreational activities.

Position Qualifications

Basic understanding recreational programming.
Ability to organize and implement a variety of age appropriate recreation activities.

Supervision Received

Works under the guidance and direction of the Recreation Programmer.

Supervision Exercised

Supervises volunteers as needed.

Position Responsibilities:

- Organizing and implementing diversified leisure activities based on the needs and interests of participants.
- Submits all paperwork in a timely manner.
- Conducts participant evaluations for specified area.
- Provides a program outline and supply needs to the Recreation Programmer in a timely fashion.
- Coordinates inventory, care and maintenance of all recreation supplies and equipment.
- Monitors and provides a safe environment for program participants.
- Is well groomed at all times. Wears city-issued uniform at all times while working. Maintains a professional appearance.
- Continually emphasizes quality customer service. This included staff/customer interaction, and the cleanliness and condition of the designated programming site.
- Performs all other duties as assigned.

Special Requirements

Maintain a valid Ohio Driver's License

Tools & Equipment

Recreational equipment specific to program needs.

Physical Demands

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individual switch disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, or hear. The employee is occasionally required to use hands and fingers to handle, feel or operate tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and an ability to adjust visual focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noises level in the work environment is moderate.

Selection Guidelines

1. Post position and advertise in web site, local paper, high school, and colleges and universities.
2. Formal application, oral and/or written and activity demonstration interview and reference checks.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City.