CITY OF ALBANY
RECREATION LEADER II

Under general supervision, serves as recreation leader for a specific program that may include large numbers of participants, extensive revenues, and requires the exercise of some independent judgment; supervises clients in their program and/or children, youth and teens in the after school program; organizes, conducts, and promotes a specific program area; prepares budgets, schedules, and reports, as needed; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff. May provide technical and functional direction to lower-level staff.

Class Characteristics
This is the journey-level classification in the Recreation Leader series, and requires considerable general and technical knowledge, experience, skills, and abilities to perform the duties listed below. This class is distinguished from the Recreation Leader I by the performance of the full range of duties assigned. Employees at this level receive moderate instruction or assistance and are aware of the operating procedures and policies of the work unit.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)
*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

All Areas
- Teaches classes or organizes, conducts, and promotes a variety of recreational program activities involved in the implementation of recreation programs.
- Answers the more complex inquiries, provides information, and assists customers at the counter and by telephone.
- Ensures customers receive complete information about programs and activities and any applicable policies and regulations.
- Supervises and monitors the behavior of activity and program participants; enforces applicable program rules and regulations; provides appropriate disciplinary measures as needed.
- Types and proofreads outgoing correspondence for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- Prepares incident, accident, and monthly reports for various sites.
- Assists with city-wide events.
- Attends regular staff meetings.
- Participates in promoting assigned recreation programs and activities; prepares program event and facility marketing material.
- Observes necessary precautions to ensure the safety of activity and program participants; monitors and inspects assigned facilities for needed maintenance; cleans facilities as needed.
- Directs the proper use and care of facilities and equipment.
- Makes efficient use of available materials and supplies.
- Issues and collects recreation equipment and supplies to program participants; sets up for various program activities.
- Prepares budgets, schedules, and reports as needed.
• Serves as liaison to supervisory staff, employees, the general public, and program participants.
• Interacts effectively and courteously with City employees, clients and members of the public.
• Performs related duties as assigned.

When Assigned to After School Care Leader
• Ensures children, youth, and teens are in a safe environment at all times; ensures age appropriate materials are being used.
• Plans and implements projects and activities.
• Anticipates problems among children, youth and teens and prevents harmful situations before they occur or escalate; performs first aid on children, youth, and teens as needed.
• Communicates and interacts with parents and students.
• Supervises, directs, and assists lower level staff with classroom activity assignments.
• Ensures proper health, welfare, safety and supervision of all children, youth and teens enrolled in assigned programs; remains on site at assigned location(s); resolves various behavioral problems as they arise.
• Maintains and submits attendance records and accident and incident reports as necessary.
• Performs student transport from school.
• Supervises children, youth, and teens during student pick-ups and on-site recreational activities.
• Assists and supervises children during homework time.
• Organizes and leads circle time activities.
• Sets up activities including art, games, movies, or other media and outdoor activities, cleans and organizes classrooms, and intervenes in student conflict situations.

When Assigned to Senior Center Leader
• Prepares for daily activities; provides daily sign-in logs; coordinates classes and social activities; leads hiking trips.
• Assists in creating the Senior Center newsletter.
• Creates entertainment for parties and special events and serves as party leader.
• Plans, coordinates, and schedules trips.
• Serves as staff liaison and administers the Senior Fundraising group.

When Assigned to Head Cook
• Prepares in large quantities and serves entrees, soups, salads, desserts, bakery goods, and other foods for service at specified mealtimes.
• Makes recommendations on the menu and recommends substitutions to utilize food on hand; estimates the number of persons to be served and determines the quantity of food to be ordered.
• Maintains cooking and related areas in a clean and sanitary condition; assists in cleaning kitchen equipment and utensils.
• Ensures that leftover food is properly labeled, dated, stored, and utilized to keep waste at a minimum.
• May direct and coordinate the work of other food service personnel in preparing and serving meals and cleaning food service areas.

When Assigned to Home Meal Delivery Coordinator
• Delivers hot home meals to clients in accordance with federal regulations and City policies and procedures.
• Maintains a pick-up home meal schedule; prepares all paperwork needed for delivery.
• Assists in packaging and loading prepared home meals; documents temperature periodically during meal route.
• Assures each client receives the appropriate meal; documents when meal has been delivered and whether it is a special diet meal; documents when a meal has not been delivered and the reason;
delivers approved frozen meals to clients as required.

• Requests new client information sheet to be completed.
• Returns empty delivery containers to kitchen; stores or discards leftover food depending on temperature; cleans hot box and thermos bag.
• Checks vehicle before driving; maintains a clean and safe vehicle and reports mechanical concerns in a timely way; fuels vehicle as needed.

When Assigned to On-Site Meal Preparer

• Prepares fruits, vegetables, dressing, and condiments.
• Prepares beverages; stocks condiments, tea bags, cups, and glasses as needed; keeps area clean and tidy throughout the day.
• Assists in food preparation and packaging for both home and congregate meals; assists with loading vehicles.
• Cleans and maintains all food preparation areas; washes dishes used before, during, and after meals served and food preparation; sweeps, mops, and scrubs kitchen and pantry floor.
• Assists with unpacking and storing grocery items and taking note of inventory; breaks down cardboard boxes and dispose.
• Monitors temperature gauges on freezer, refrigerator, and dishwasher to ensure temperatures are in the safety zone.

When Assigned to Sports League Coordinator

• Sets up and implements various sports leagues.
• Assists with the scheduling of field preparations.
• Assists with sports park maintenance, coordination, and requests.

When Assigned to Special Events Coordinator

• Plans, conducts, and schedules special events and field trips; assists in organizing transportation to and from events and activities.
• Coordinates and conducts event set up, leads event activities, and oversees take down of events.
• Makes recommendations for event budgets and for potential adjustments.
• Schedules and trains City and extra help staff prior to events; prepares and conducts staff briefings and debriefings for all events.
• Coordinates with various other City departments to obtain support for events.
• Designs venue layout for all events, considering all logistical needs including restrooms, performance area, parking and pedestrian traffic.
• Purchases or reserves event equipment and supplies; reserves facilities or parks required for events; researches and book performers.
• Performs graphic design duties.

Knowledge of:

• Operations, services, and activities of assigned recreation activities and programs.
• Age appropriate activities and entertainment.
• Principles and practices of program planning.
• General school age homework issues.
• Group recreational and social activities.
• Rules, regulations and equipment used in various recreational activities.
• Appropriate safety precautions and procedures within the area of assignment.
• Principles and practices of record keeping.
• Considerable knowledge of the methods of preparing food in large quantities, and for individual
orders.
- Kitchen equipment operation and safety.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

**Ability to:**

- Implement activities in support of assigned recreation program.
- Work well as part of a team.
- Work in a fast-paced environment.
- Effectively handle and diffuse disruptive behavior among program participants.
- Maintain organized records, schedules, and contact lists and prepare reports.
- Exercise detail-oriented skills in day-to-day assignments and responsibilities.
- Lead large groups during indoor and outdoor activities.
- Respond to requests and inquiries from the general public.
- Order food and supplies in the right quantities to meet requirements.
- Perform tasks with minimal or no supervision.
- Plan, develop, and supervise community services sports leagues and athletic events.
- Gain and hold the support and enthusiasm of individuals, groups, and volunteers.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Education and Experience**

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

Equivalent to the completion of the twelfth grade, and one year of experience working in a recreation program; completion of course work in specialized education in a related field, is preferred.

**Licenses and Certifications**

Possession of, or ability to obtain, CPR/AED certificates.

**Physical Demands**

Must possess mobility to work in a standard office and field environment and use standard office equipment, including a computer; frequently required to walk, stand, sit, talk, and hear; vision to read printed materials and a computer screen and close vision, color vision, and the ability to adjust focus; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally climb, balance, stoop, kneel, crouch or crawl; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; lift and/or move moderate to heavy amounts of weight.

**Environmental Elements**

Employees work in an office environment and field environment with moderate noise levels, occasionally varied temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Special Requirements**
Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities.

Positions in this classification require a willingness and ability to work flexible hours and occasional weekends.

Must be at least 18 years of age.