**CITY OF PORTLAND** **Multiple**

# RECREATION LEADER

FLSA Status: Covered
Union Representation: Municipal Employees, Local 483/Recreation Employees

## Class Summary:

Recreation Leader is the first class in a series of five classes (Recreation Leader, Recreation Coordinator I, Recreation Coordinator II, Recreation Supervisor I, Recreation Supervisor II). Positions of this class are responsible for directing, instructing and assisting in general and specialized activities of participants at assigned recreational sites. Work involves front line instruction or program leadership under established procedures; clerical processing; and, direction of programs or activities. Employees receive well-defined operational guidelines and work under the supervision and support of other higher-level professional recreational personnel. Positions in this class may be either generalists or specialists, depending upon assignment.

Recreation Leaders are distinguished from Recreation Coordinators I by the application of well-defined operational guidelines and standard procedures. At the higher level, employees have program development, community involvement and needs assessment responsibilities that are not found in the Recreation Leader classification.

## Examples of Work: **(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).**

1. Assists in planning and conducting programs and special events by collecting data from participants to identify community needs, registering participants, receiving monies and filing registrations or data entry on computer.
2. Instructs in assigned areas of program responsibility, directing drop-in activities, and setting up special event activities; leads on-site activities in a variety of program areas.
3. Prepares lesson plans for approval by supervisor; identifies materials and equipment needed; researches rules, regulations and techniques in area of assignment.
4. Schedules classes and works with instructors in assigned program areas; monitors on-site activities; recruits volunteers to assist with events and activities; directs and reviews the work of volunteer, seasonal and contracted staff in assigned program area.
5. Requests and inventories supplies and equipment; purchases supplies as needed for courses, programs and special events.
6. Acts as receptionist for recreational sites; takes, routes and delivers telephone messages, makes copies of correspondence, forms, notices; maintains and distributes data; maintains participant mailing list; collects attendance figures, citizen concerns, accident, and incident reports for supervisor.
7. Responds to written and verbal questions regarding registration and general programs; develops special event fliers and delivers publicity; provides information on city-wide programs over the phone and in person.

## Knowledge, Skills and Abilities: **(At time of appointment, base KSAs expected of all positions)**

1. Thorough knowledge of the rules of a variety of team and individual sports.
2. Thorough knowledge of the principles of specialized recreational and leisure service activities in the area of assignment.
3. Knowledge of basic office practices and procedures.
4. Skill in instructing the fundamentals involved in the recreational area of assignment.
5. Skill in following written and oral instructions.

6. Skill in handling cash, checks and charges and in balancing to make deposits.
7. Skill in computer data entry and computer based registration processes
8. Skill to write clearly.
9. Skill in oral communication including skill to respond courteously to the public in person and by phone.
10. Skill in keeping accurate records including registration, deposits, receipts and community data.
11. Ability to meet and deal effectively with the public.
12. Ability to establish and maintain effective working relationships with center and other recreation staff, city employees, program participants, and the general public.

**Licenses; Certificates; Special Requirements:**
Requires a valid driver's license and an acceptable driving record.

**Working Conditions:**
Positions often require working a flexible schedule, including afternoons, evenings, designated holidays, and/or weekends.

**Specialties:**
Positions in this class are assigned to one of the following specialties: Generalist (GEN), Aquatics (AQUA), Community Music Center (CMC), Customer Service Center Representative (CSCR), Disabled Citizens (DIS), Outdoor Recreation/ Environmental Education (EVED), Pottery (PTRY), Pre-School (PSCH), Senior Recreation (SREC), or Tennis (TENN). Positions assigned to the Generalist specialty are defined under the Class Summary and Examples of Work portion of the class specification.

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**Class History:**

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| Adopted: | 12-16-75 | |
| Revised: | 08-27-92 | |
| Revised: | 06-16-98 | |
| Revised: | 09-09-05 | Added Specialty listing/section. |
| Revised: | 11-15-05 | Removed reference to previously abolished Senior Recreation Supervisor class in "Class Summary" section. |
| Revised: | 11-30-06 | Reception (RECP) and Reservation/Permits (PERM) specialties combined to create new Customer Service Center Representative (CSCR) specialty. Specialties section updated to reflect this change. Class specialty descriptions added for Aquatics, Community Music Center, Customer Service Center Representative, Disabled Citizens, Outdoor Recreation/Environmental Education, Pre-School, Pottery, Senior Recreation, and Tennis. |
| Revised 9-23-11 | | Updated duties and requirements for Tennis Specialty |
| Revised 12-6-12 | | Clarified working hours, computer requirements and lead duties over Seasonal staff. |

June 2009 - Change Job Class number from 4322 to 30000256 (AQUA), due to system change.
June 2009 - Change Job Class number from 4322 to 30000257 (CMC), due to system change.
June 2009 - Change Job Class number from 4322 to 30000258 (CSCR), due to system change.
June 2009 - Change Job Class number from 4322 to 30000259 (DIS), due to system change.
June 2009 - Change Job Class number from 4322 to 30000260 (EVED), due to system change.
June 2009 - Change Job Class number from 4322 to 30000261 (GEN), due to system change.
June 2009 - Change Job Class number from 4322 to 30000263 (PTRY), due to system change.

June 2009 - Change Job Class number from 4322 to 30000262 (PSCH), due to system change.
June 2009 - Change Job Class number from 4322 to 30000266 (SREC), due to system change.
June 2009 - Change Job Class number from 4322 to 30000267 (TENN), due to system change.
June 2009 - Change Job Class number from 4322 to 30000954 (OUTR), due to system change.

# 30000256 – Aquatics Specialty (AQUA)

**Summary:**
Work involves assisting, planning, conducting, and administering a wide variety of aquatic activities and programs; assisting in the recruitment, selection, and training of aquatic staff; supervising volunteers and seasonal/casual staff.

**Examples of Work:**
Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description.

1. Oversees daily operation of aquatic facility; schedules staff, classes and activities.
2. Teaches a wide variety of specialized aquatic classes, including life-guard training.
3. Conducts outreach activities.
4. Facilitates recruitment, selection, and training of aquatic staff; supervises volunteers and directs seasonal/casual employees.

**Knowledge, Skills and Abilities:**
Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification.

**Knowledge of:**

1. Current trends, techniques, and principles of aquatics programming and instruction.
2. Water safety and sanitation in a public pool environment.

**Ability to:**

1. Effectively instruct a variety of aquatic classes such as lifeguard training, swim instructor training, water exercise, and/or general swim classes.
2. Select, instruct, and oversee volunteers and seasonal/casual staff.
3. Apply and enforce rules governing water safety.

**Licenses; Certificates; Special Requirements:**
Current certifications/licenses in Lifeguard Training, Swimming Instruction, First Aid and CPR. Must have the ability to obtain National Pool and Waterpark Lifeguard Training certification, Portland Parks Swim Instructor certification, Certified Pool Operator or Aquatic Facility Operator certification and Water Exercise Instructor certification within three months of hire.

**Working Conditions:**
Positions often require working a flexible schedule, including afternoons, evenings, designated holidays, and/or weekends.
Potentially hazardous conditions, e.g., working around chlorine, water, and a hot, humid environment.

# 30000257 – Community Music Center Specialty (CMC)

**Summary:**

Work involves assisting, planning, conducting, and administering a wide variety of music programs with an emphasis on string instruments; assisting in the recruitment, selection, and training of music staff; supervising volunteers and seasonal/casual staff. The Community Music Center is a non-degree school for youth and adults in partnership with a non-profit corporation, and serves as a musical arts center that shares, enhances, and showcases the musical talents of the community.

**Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description.

1. Coordinates and facilitates a wide variety of music activities and programs.
2. Coordinates hall rental use and assists participants with rental facilities, including recording equipment.
3. Conducts outreach activities.
4. Supports and facilitates fundraising events.
5. Facilitates recruitment, selection, and training of music staff; supervises volunteers and directs seasonal/casual employees.
6. Provide participants with community resource information in the music field.

**Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification.

**Knowledge of:**

1. Current trends, techniques, and principles of music programming and instruction.

**Ability to:**

1. Effectively instruct a variety of music classes.
2. Select, instruct and oversee volunteers and seasonal/casual staff.
3. Coach parents and students on musical issues.

**Licenses; Certificates; Special Requirements:**

**Working Conditions:**

Positions often require working a flexible schedule, including afternoons, evenings, designated holidays, and/or weekends.

Physical demands included light lifting and moving of objects such as tables, music stands, and pianos (on rollers) for events and classes.

# 30000258 – Customer Service Center Representative Specialty (CSCR)

**Summary:**
Work involves providing the public with information on all facets of the bureau and its wide range of programs and activities; directing inquiries, resolving minor issues and answering questions; reserving park facilities; registering individuals into classes or activities.

**Examples of Work:**
Positions assigned to this specialty perform the work listed below in addition to the work listed in the core classification description.

1. Responds appropriately to a variety of phone calls, emails and walk-ins to the Customer Service Center, providing customers with information on park policies, requirements, and public and private special events and programs.
2. Assists a variety of customers in reserving bureau facilities for recreational use or registering individuals into classes and activities by entering data into a computerized reservation and registration system.
3. Handles public records with confidentiality including account, credit card and social security numbers.
4. Provides assistance with processing paperwork related to hiring and tracking volunteers and seasonal/casual employees.
5. Processes cash, check, charge payments; monitors and processes cash handling and balancing reports.

**Knowledge, Skills and Abilities:**
Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification.

**Knowledge of:**

1. Techniques, methods and standards of proper customer service.
2. Methods and standards of proper cash handling and documentation.
3. Basic computer software, including Microsoft Office Suite.

**Ability to:**

1. Operate a number of computerized registration, reservation and customer tracking systems.
2. Perform ongoing numeric and alphabetical data entry.

**Licenses; Certificates; Special Requirements:**

**Working Conditions:**
Positions often require working a flexible schedule, including afternoons, evenings, designated holidays and/or weekends.

# 30000259 – Disabled Citizens Specialty (DIS)

**Summary:**
Work involves assisting, planning, conducting, and administering a professional therapeutic recreation program offering community-based recreation and leisure activities for people of all ages who have a disability/special need; assisting in the recruitment, selection, and training of therapeutic recreation staff; supervising volunteers and seasonal/casual staff.

**Examples of Work:**
Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description.

1. Coordinates and facilitates recreation activities and programs to address the needs of people with disabilities/special needs and to assist them in transitioning into other bureau programs.
2. Dispenses participant medications, handles behavior management issues, assists participants with basic functions; drives and operates specialized vehicles.
3. Conducts outreach activities.
4. Facilitates recruitment, selection, and training of therapeutic recreation staff; supervises volunteers and directs seasonal/casual employees.

**Knowledge, Skills and Abilities:**
Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification.

**Knowledge of:**

1. Current trends, techniques, and principles for assessing recreation/leisure interests and needs of individuals and populations of all ages and disabilities.
2. Behavior management principles.
3. Legal rights of people with disabilities under the ADA.

**Ability to:**

1. Effectively instruct a variety of therapeutic recreation classes.
2. Work with various disability groups including those affected by attention deficit and autism.
3. Evaluate behaviors of individuals and write behavioral contracts as needed.
4. Evaluate the success of each participant and make adaptations as needed.
5. Communicate effectively and confidentially about disability issues with individuals, their family, support team, and other staff members.
6. Act as an advocate for persons with disabilities.
7. Select, instruct, and oversee volunteers and seasonal/casual staff.
8. Drive and operate specialized vehicles.

**Licenses; Certificates; Special Requirements:**
Current First Aid certification.
Requires a valid driver’s license and an acceptable driving record.

**Working Conditions:**
Positions often require working a flexible schedule, including afternoons, evenings, designated holidays and/or weekends.

**30000260 - Outdoor Recreation/Environmental Education Specialty (EVED)**

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**Summary:**

Work involves assisting, planning, conducting, and administering outdoor recreation and environmental education activities and programs; assisting in the recruitment, selection, and training of outdoor recreation and environmental education staff; supervising volunteers and seasonal/casual staff.

**Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work listed in the core classification description.

1. Provides outdoor activity information to the public by telephone, mail, e-mail and in person.
2. Registers participants in outdoor recreation programs.
3. Conducts outreach activities.
4. Provides assistance with event coordination.
5. Communicates with instructors and sends out updated class lists; occasionally leads outdoor trips and environmental education classes.
6. Facilitates recruitment, selection, and training of outdoor recreation and environmental education staff; supervises volunteers and directs seasonal/casual employees.

**Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification.

**Knowledge of:**

1. Current trends in the field of outdoor and leisure services.
2. Major northwest outdoor activities such as cross-country skiing, hiking, snowshoeing, sea kayaking, mountaineering, whitewater rafting, canoeing, whitewater kayaking, fly fishing, backpacking and snow camping.
3. Environmental Education best practices.
4. Geographical areas of the Northwest and surrounding regions.

**Ability to:**

1. Provide instruction to clients of all experience levels in trip preparation, prerequisite skills, equipment needs, appropriate clothing, driving directions, physical conditioning and medical concerns.
2. Effectively present Environmental Education curriculum to diverse populations.
3. Select, instruct and oversee volunteers and seasonal/casual staff.
4. Safely transport participants in a 15-passenger van.

**Licenses; Certificates; Special Requirements:**

Current First Aid and CPR certification.
Requires a valid driver's license and an acceptable driving record.

**Working Conditions:**

Positions often require working a flexible schedule, including afternoons, evenings, designated holidays and/or weekends.

# 30000263 – Pottery Specialty (PTRY)

**Summary:**
Work involves assisting, conducting, and administering pottery classes and programs; assisting in the recruitment, selection, and training of part-time pottery instructors; supervising volunteers and seasonal/casual staff.

**Examples of Work:**
Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description.

1. Coordinates and facilitates a variety of pottery related activities and programs.
2. Instructs students in the fundamentals of pottery making.
3. Conducts outreach activities.
4. Operates, maintains and repairs pottery equipment, including kilns.
5. Facilitates recruitment, selection, and training of pottery staff; supervises volunteers and directs seasonal employees.
6. Instructs volunteers, seasonal/casual staff, and students on safe operating procedures for pottery equipment, including kilns.
7. Prepares clay for use and disposal.

**Knowledge, Skills and Abilities:**
Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification.

**Knowledge of:**

1. Current trends, techniques, and principles of pottery making and instruction.
2. Safe working practices of pottery, including kiln safety.

**Skill to:**

1. Prepare clay for use and disposal.
2. Load and unload kilns.

**Ability to:**

1. Effectively instruct a variety of pottery classes.
2. Select, instruct, and oversee volunteers and seasonal/casual staff.
3. Repair and maintain kilns.

**Licenses; Certificates; Special Requirements:**

**Working Conditions:**
Positions often require working a flexible schedule, including afternoons, evenings, designated holidays and/or weekends.
Potentially hazardous conditions, e.g., working with high temperature kilns. Positions may also involve physical labor associated with the loading/unloading of kilns, and handling of large quantities of pottery and clay.

# 30000262 – Pre-School Specialty (PSCH)

**Summary:**
Work involves assisting, planning, conducting, and administering pre-school activities and programs for children; assisting in the recruitment, selection, and training of pre-school staff; supervising volunteers and seasonal/casual staff; providing a healthy, safe and hazard free environment for children.

**Examples of Work:**
Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description.

1. Functions as an on-site teacher by implementing and evaluating pre-school, pre-kindergarten (early childhood) curriculum, programs and activities.
2. Plans special events and field trips, working with other agencies to plan and coordinate events.
3. Maintains control of the class and disciplines children in a non-punitive way.
4. Facilitates recruitment, selection, and training of staff; supervises volunteers and directs seasonal/casual employees.

**Knowledge, Skills and Abilities:**
Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification.

**Knowledge of:**

1. Current trends, techniques, and principles for implementing and assessing early childhood curriculum and educational programs and activities.
2. Methods, practices, and standards for maintaining control of a class and administering non-punitive discipline.

**Ability to:**

1. Implement and assess early childhood curriculum and educational programs and activities.
2. Work with families and children from a variety of socio-economic and ethnic backgrounds.
3. Select, instruct, and oversee part-time, volunteers and seasonal/casual staff.

**Licenses; Certificates; Special Requirements:**

**Working Conditions:**
Positions often require working a flexible schedule, including afternoons, evenings, designated holidays and/or weekends.

# 30000266 – Senior Recreation Specialty (SREC)

**Summary:**
Work involves assisting, planning, conducting, and administering recreation and educational activities and programs for senior citizens; assisting in the recruitment, selection, and training of aquatic staff; supervising volunteers and seasonal/casual staff.

**Examples of Work:**
Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description.

1. Coordinates and facilitates a wide variety of activities for senior citizens.
2. Transports participants, properly securing wheelchairs.
3. Conducts outreach activities.
4. Facilitates recruitment, selection, and training of senior recreation staff; volunteers and directs seasonal/casual employees.

**Knowledge, Skills and Abilities:**
Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification.

**Knowledge of**:

1. Current trends, techniques, and principles of specialized recreational and leisure service activities for senior citizens.

**Ability to:**

1. Select, instruct, and oversee volunteers and seasonal/casual staff.
2. Drive and safely operate a 15-passenger lift van (both during daylight and nighttime operations).

**Licenses; Certificates; Special Requirements:**
Current First Aid and CPR certifications.
Requires a valid driver's license and an acceptable driving record.

**Working Conditions:**
Positions often require working a flexible schedule, including afternoons, evenings, designated holidays and/or weekends.

# 30000267 – Tennis Specialty (TENN)

**Summary:**

Work involves assisting, planning, conducting, and administering tennis classes, activities and programs; assisting in the recruitment, selection, and training of tennis staff; supervising volunteers and seasonal/casual staff.

**Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description.

1. Coordinates and facilitates a variety of tennis-related activities and programs; conducts needs assessments; organizes, promotes and evaluates tennis programs.
2. Uses computer and video technology to track students' progress and create lesson plans.
3. Instructs students in tennis fundamentals.
4. Uses computer and video technology to track students' progress and create lesson plans.
5. Conducts outreach activities; assists other centers with equipment recommendations and instructional techniques.
6. Facilitates recruitment, selection, and training of tennis staff; supervises volunteers and directs seasonal/casual employees.

**Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification.

**Knowledge of:**

1. Current trends, techniques, and principles of tennis.
2. Local and national tennis organizations

**Ability to:**

1. Effectively instruct others in the rules, techniques, and skills of the game of tennis.
2. Utilize USTA tournament software and Microsoft Office products.
3. Select, instruct, and oversee volunteers and seasonal/casual staff.

**Licenses; Certificates; Special Requirements:**

Current minimum Pro-2 Level Tennis Instructor Certification from United States Professional Tennis Association (USPTA) or the Professional Tennis Registry (PTR) is .required within 6 months of hire. USPTA Professional 1 level preferred. Rating of at least 4.0 by the United States Tennis Association (USTA) required.

**Working Conditions:**

Positions often require working a flexible schedule, including afternoons, evenings, designated holidays, and/or weekends.