

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 three represented classes (Recreation Leader, Recreation Coordinator I, Recreation Coordinator II,). Positions of this class are responsible for leading, instructing and assisting in general and specialized activities of participants at assigned recreational sites or urban parks. Work can involve front line instruction or program leadership under established procedures; clerical processing; and leading of processes, programs, rentals, 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, registering participants, receiving monies and filing registrations or data entry on computer.
2. Instructs in assigned areas of program responsibility, leading 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. Allocates facility space & equipment and assists instructors in assigned program areas; monitors on-site activities.
5. Assists with recruitment, selection and training of assigned program staff, recruits volunteers to assist with events and activities; leads, mentors and supports the work of volunteer, seasonal and contracted staff in assigned program area.
6. Requests and inventories supplies and equipment; purchases supplies as needed for courses, programs and special events.
7. 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, customer concerns, accident & security incident reports, and other data for supervisor.
8. Processes cash, check, charge payments; monitors and processes cash handling and balancing reports.
9. Responds to written and verbal questions regarding registration and general programs; develops and distributes marketing materials both electronically and physically; provides information on city-wide programs over the phone and in person.
10. Conducts outreach activities.
11. Works with facility rentals, responding to inquiries and corresponding with permittees on conditions and requirements of permit, entering and maintaining permits in facility

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booking, and day of rental point-of-contact on-site.

12. Leads the daily process of on-site park programs, including preparing venue, settings up and breaking down spaces to accommodate classes and activities, assisting in the planning of events, and day-of program execution.

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

1. Thorough knowledge of the variety of activities offered by Portland Parks & Recreation
2. Thorough knowledge of the principles of specialized recreational service activities in the area of assignment.
3. Knowledge of best customer service practices,
4. Knowledge of office practices and procedures.
5. Skill in instructing the fundamentals involved in the recreational area of assignment.
6. Skill in handling cash, checks and charges and in balancing to make deposits.
7. Ability to use current technologies effectively and efficiently in support of the area of assignment.
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. Skill in meeting the needs of diverse populations.
12. Ability to establish and maintain effective working relationships with center and other recreation staff, city employees, program participants, and the general public. Ability to follow written and oral instructions.
13. Ability to select, instruct, and oversee volunteers and seasonal/casual staff.
14. Ability to be flexible and adaptable to a variety of work environments.
15. Ability to apply and enforce Portland Parks and Recreation policies and procedures

Licenses; Certificates; Special Requirements:

Requires a valid driver's license and an acceptable driving record. Some positions may require additional certifications and trainings.

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, Aquatics, Music, Customer Service Center Representative, Art, Pre-School, Tennis, Teen, Instructor, or Fitness Positions assigned to the Generalist specialty are defined under the Class Summary and Examples of Work portion of the class specification.

Class History:

Adopted: 12-16-75

Revised: 08-27-92

Revised: 06-16-98

Revised: 09-09-05 Added Specialty listing/section.

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- 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.
- Revised: 7-21-16 Updated generalist and all specialties due to classification study. Deleted abolished specialties. Added Teen, Fitness and Instructor specialties.

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

Summary:

Work involves assisting, planning, conducting, and leading a wide variety of aquatic activities and programs.

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.

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 water exercise, general swim classes, and/or assisting with lifeguard training and swim instructor training.

Licenses; Certificates; Special Requirements:

Current certifications/licenses in Lifeguard Training, Swimming Instruction, First Aid and CPR. Must have the ability to obtain Starguard 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:

Potentially hazardous conditions, e.g., working around chlorine, water, and a hot, humid environment.

30000257 – Music Specialty

Summary:

Work involves assisting, planning, running, and administering a wide variety of music lessons, classes, student recitals, and other music education related activities and programs. The position works in concert with the Community Music Center Inc., a non-profit that assists with providing equity in access to select music activities in PP&R.

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. Facilitates a wide variety of music education activities and programs.
2. Educates customers on music program requirements, policies, procedures, and best practices.
3. Processes & tracks scholarship applications, customer payment plans & account credits, student absence requests & attendance data, and program requirement exemptions.
4. Coordinates classroom and concert hall use; assists participants & instructors with facilities, including instruments & recording equipment.
5. Rents instruments to customers; inventories, tracks and maintains instruments and related equipment.
6. Supports and facilitates fundraising events; tracks donations and other revenue on behalf of partner groups.
7. Produces student recitals, including typing printed programs and setup/take-down of equipment, instruments, and food/beverage service.
8. Provides public 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.
2. General music history and terminology.

Skill in:

1. Effectively instructing a variety of music classes.
2. Coaching parents and students on music education issues.
3. Appropriately fitting instruments and related equipment to students

Ability to:

1. Produce a student recital.
2. Provide basic care for and tuning of common musical instruments.

Licenses; Certificates; Special Requirements:

Working Conditions:

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

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30000258 – Customer Service Center Representative Specialty

Summary:

Work involves providing the public with a wide variety of 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.

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.

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:

30000263 – Arts Specialty

Summary:

Work involves assisting, planning, conducting, and administering a wide variety of arts classes and programs.

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. Plans and facilitates a variety of arts related activities and programs.
2. Instructs students in the fundamentals of visual and/or performing.
3. Operates, maintains and repairs specialized visual and/or performing arts equipment, such as potter's wheels, kilns, presses, easels, musical instruments, tap shoes, theater lighting fixtures, microphones, music stands, and musical equipment.
4. Instructs volunteers, seasonal/casual staff, and students on safe operating procedures for specialized visual and/or performing arts equipment.
5. Prepares arts material for use and safe recycling or 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 visual and/or performing arts production and instruction.
2. Safe working practices specific to specialized visual and/or performing arts equipment.

Skill to:

1. Prepare arts material for use and safe recycling or disposal.
2. Support the safe creation of student art projects from beginning to completion in a variety of materials and mediums

Ability to:

1. Effectively instruct a variety of arts classes.
3. Repair and maintain specialized visual and/or performing arts equipment which could include items such as kilns, soldering equipment, printing presses, woodworking equipment, metal working equipment, A/V equipment, etc.

Licenses; Certificates; Special Requirements:

Working Conditions:

Potentially hazardous conditions, (e.g. working with high temperature kilns; handling and working with potentially hazardous materials; using ladders).. Positions may involve physical labor associated

30000262 – Pre-School Specialty

Summary:

Work involves assisting, planning, conducting, and administering a wide variety of pre-school activities and programs for children; 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. Prepares for and performs safety drills in the classroom with children, as required.

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.

Licenses; Certificates; Special Requirements:

Working Conditions:

30000267 – Tennis Specialty

Summary:

Work involves assisting, planning, conducting, and administering tennis classes, activities and programs.

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. Assists other centers with equipment recommendations and instructional techniques.

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.

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 18 months of hire. USPTA Professional 1 level preferred. Rating of at least 4.0 by the United States Tennis Association (USTA) required.

Working Conditions:

Summary:

Work involves assisting, planning, conducting, and administering classes, activities and programs geared toward teens.

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 teen activities and programs; conducts needs assessments; organizes, promotes and evaluates teen programs.
2. Provides focused outreach and citywide assistance to all bureau employees engaged in serving populations of diverse and historically underserved teens.
3. Develops and maintains relationships with teens and builds relationships with other organizations serving teens.

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. Developmental and social needs of a diverse teen population.
2. Outreach practices, procedures, methods and tools to promote programs to teens.

Ability to:

1. Effectively demonstrate how to be a positive role model at all times
2. Collaborate with a diverse group of partners serving at risk teens.

Licenses; Certificates; Special Requirements:

Working Conditions:

30002408 – Instructor Specialty

Summary:

Work involves instructing general and specialized activities at assigned recreational sites. The primary focus is front-line instruction in a specialized area of expertise.

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. Instructs in assigned area of responsibility; assists in the delivery of program specific activities.
2. Develops program lesson plans for area of expertise based on pre-determined program curriculum, distributes and collects program evaluations, maintains reports on program performance outcomes.
3. Sets up and/or breaks down a variety of recreation spaces as needed to accommodate classes, activities and events as needed; identifies and provides supplies, equipment, and materials needed to deliver programs, tracks inventory and requests equipment concessions, merchandise, and other supplies as needed.
4. Provides direction, mentoring and support to staff tasked to deliver programs; orients new staff into programs and activities, conducts formal and informal staff training; conducts emergency drills and provides lifesaving services.

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. Specialized recreational service activities in the area of assignment.

Ability to:

1. Establish and execute lesson plans and in instructing the specifics involved in the recreational area off assignment.

Licenses; Certificates; Special Requirements:

Working Conditions:

30002409 – Fitness and Membership Specialty

Summary:

Work involves assisting, planning, conducting, and administering activities and programs designed to support fitness classes and personal training sessions.

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. Oversee daily operations of fitness facility and maintains maintenance on equipment.
2. Provides one-on-one or small group fitness assessments, fitness consultations, and fitness trainings as assigned.
3. Promotes a welcome and friendly atmosphere.
4. Process facility memberships, registrations and payments for courses and programs.

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. Proper routine and annual fitness equipment maintenance.
2. Sales strategies for fitness memberships.
3. Best practices of health and wellness promotion and the fitness industry.

Ability to:

1. Recognize and respond to safety and emergency situations.

Licenses; Certificates; Special Requirements:

Accepted technical certification or degree in exercise, sports science, physical education or other related field and personal trainer certification.

First Aid and CPR certification

Working Conditions: