

SENIOR RECREATION LEADER

DEFINITION

Under the direction of the Recreation Coordinator, coordinates, directs and implements a variety of recreational programs, events and activities within multiple program areas; supervises youth, teenagers ages 5-17 and senior center programs at the Youth Center, Tiny Tots facility and Senior Center in the following program areas: youth sports, arts and crafts, excursions, games, special events, senior programs and activities. The Senior Recreation Leader will be required to attend all scheduled staff trainings. The Senior Recreation Leader will work 1-5 days per week during the school year plus some evenings and weekend hours. The Senior Recreation Leader will drive the City's passenger van to transport program participants to and from school and activities.

SUPERVISION RECEIVED AND EXERCISED

Reports to and receives direct supervision from the Recreation Coordinator. The incumbent in this position should be able to work independently in a productive and efficient manner, without direct supervision on a daily basis.

May provide supervision to volunteers, part-time and seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include but are not limited to:

- Develop, organize and lead recreational programs and activities including, but not limited to, games, sports, arts and crafts, excursions and special events;
- Acts as lead when working with subordinate staff and volunteers on a regular and ongoing basis; provides staff training in a wide range of program areas.
- Maintains records of participation and collects participant fees.
- Directs and guides all aspects of specific program area(s) assigned to ensure maintenance of the quality and integrity of programs;
- Drive and operate 12- and 15-passenger vans in a safe and efficient manner.
- Oversee, monitor, and participate in programs at the Pinole Youth Center and Pinole Tiny Tots Center for children, youth and teens, including preschool, after school and summer programs; directing summer camps for children, youth and teens, and Senior Center for Seniors, including daily programs, and summer trips,
- Monitor and enforce Youth Center and City rules and regulations at facilities and during excursions;
- Provide strong leadership and role modeling with diverse populations of youth and teenagers;
- Communicate effectively with parents, community members, school officials, City police and community groups regarding program activities;
- Must have a strong desire and aptitude for working with all age groups from youth, teenagers and seniors, exercise sound leadership practices, appropriate disciplinary measures, extreme patience, and have the ability to function with a minimum of direction and supervision.

- Other essential responsibilities include, but are not limited to: communicate effectively orally; walk or run for extended times over various distances; use good judgment; relate to youth and teenagers; act courteously toward others; take direction from supervisors; maintain good working relationships with other staff members and parents; accept criticism and apply to performance; be dependable in meeting scheduled assignments; work extended hours when required.

QUALIFICATIONS:

Education and Experience:

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

Must be at least 18 years of age and must have graduated from high school (or equivalent to a high school education). Must have a strong desire and aptitude for working with all age groups including children, youth, teenagers, and seniors.

Licenses:

Must possess and maintain a valid California class C driver's license and/or class B with passenger endorsement and a satisfactory driving record. Must possess a valid Standard First Aid and CPR verification at the time of employment (or be able to obtain one within one month of employment). Must have recent (within one year) negative TB test or complete TB test prior to commencement of employment. Experience driving a 15-passenger vehicle desirable

Physical Demands:

Must be able to work inside and outside, nearby park and excursions. May also include irregular hours, evenings, weekends, and holidays.