



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **RECREATION LEADER**
Jurisdictional Class: Competitive (Full-time)
Non-Competitive (PT*)
Non-Competitive (Seasonal**)
Civil Division: All Civil Divisions (Seasonal**)
Cato-Meridian School, Port Byron, Southern Cayuga School (PT*)
Village of Meridian (PT*; population less than 5,000)
Town of Throop (PT*; population less than 5,000)
Adoption: CSM
Revised: CSM 4/7/98; 4/10/02; 9/8/04; 4/11/07; 3/14/12; 7/11/18

DISTINGUISHING FEATURES OF THE CLASS:

Under supervision, the incumbent is responsible for a particular phase of the recreation program as assigned; does related work as required. This position involves the management of a particular program under specific policies, such as the responsibility for a single playground or single recreation activity. This position is generally associated with the leadership of a particular facility or activity. Supervision may be exercised over subordinate level personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Carries out the program planned for a recreation facility;
May organize groups according to age, interest, and ability;
Organizes, promotes, and directs activities such as softball, badminton, strength training, paddle tennis, water aerobics or fitness, swimming lessons, land fitness instruction, nature studies, hikes, camping, arts and crafts, storytelling, dancing, singing, dramatics, quiet games, etc.;
Supervises athletic activity or play activity;
Assists with the organization and supervision of a gymnasium or pool program;
May instruct on proper use of equipment and monitor continuing proper use;
May help participants set up a program to meet their individual needs and help advise them on how to meet the goals set;
Assists in the organization and conduct of tournaments, basketball, bowling, badminton, volleyball, table game leagues, socials, dances, swimming and other special events and activities;
May plan daily schedule of athletic or playground activities;
May act as an official and maintains order at games and contests;
Collects entries and makes drawings;
Keeps records and makes periodic reports;
Performs simple clerical duties;
Makes sure participants complete all paperwork required by the program and that fees, if any, are collected and reconciled in accordance with program policy;
Inspects equipment for safety;
May operate a public address system and movie projector;
May attend staff meetings to discuss special problems, the inter-playground program, and the community recreation program;
Distributes, keeps records of, and maintains equipment;
May give first aid.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the organization and management of one or more types of recreational activities;
Good knowledge on the organization and the rules of games or athletic events;
Ability to give and enforce instructions;
Ability to stimulate and hold the interest of participants;
Ability to read and write;
Ability to keep records and to make simple reports;
Mental alertness;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university with a Bachelor's degree in recreation, physical education, sports management, arts, music, drama, or a closely related arts or recreational field; OR
- B. Graduation from a regionally accredited college or university with an Associate's degree in the degree fields in (A) AND two (2) years' experience coaching or teaching recreation, sports, youth, arts, music, drama, dance, aquatics programs or similar activities; OR
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience listed in (B); OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

NOTE:

If incumbent is fulfilling the duties of Lifeguard and/or Water Safety Swimming Instructor, incumbent must possess the minimum qualifications as listed in the official Cayuga County Civil Service job specification for Lifeguard and/or Water Safety Swimming Instructor, in addition to the minimum qualifications for Recreation Director.