

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Recreation Leader II	Job Family: 4
General Classification: Front-Line	Job Grade: 2

Definition: To assist in the implementation of a specific recreation and community service program.

Distinguishing Characteristics: This is the full journey-level class within the part-time Recreation Leader series. Employees at this level receive frequent instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the program area. Receives general, technical, and functional supervision from a Recreation Supervisor, Senior Recreation Coordinator, or Recreation Coordinator.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the conduct of recreation programs and services; assist in the coordination, implementation, and scheduling of programs and services for various age groups and interests.
2. Greet the public and respond to questions regarding scheduled activities.
3. Prepare rooms or facilities for use by participants; set up and take down related program equipment and supplies.
4. Provide front-line staff support to the public relating to specific recreation program area.
5. Oversee the use of the facility, ensuring participants conform to the established policies and procedures.
6. Prepare reports as required.
7. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Basic recreation services in assigned area of specialty; safe work practices.

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Ability to: Assist in the implementation of recreation and community service programs and events; work independently in the absence of supervision; deal effectively with a variety of groups and individuals; understand and carry out oral and written directions; establish and maintain effective work relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Training equivalent to the completion of the 12th grade. Experience working with heavy public contact is highly desirable. Coursework in early childhood education is highly desirable.

Required Licenses or Certificates: In some cases, possession of, or ability to obtain, a valid California Driver License.

Established: August 1986

Revised: July 2016

HRD/CLASS SPECS

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