

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 944

RECREATION LEADER

GENERAL

Technical work in conducting organized and individual program activities. Work is performed under general supervision.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Organizes and participates in a wide variety of recreation activities for different age groups and interests. Supervises part-time personnel and volunteers when necessary.

Assists supervisors with administrative details involved in organized sports programs. Instructs individual or groups in rules of games, skill development and safety.

Maintains playground or recreation center equipment and games inventory.

Evaluates activities orally and in writing.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to conduct recreation programs. Ability to maintain effective working relationships with staff and the public served.

MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent. Experience in playing or teaching various recreational games and activities.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal

computer, calculator, copier, and fax machine. Some running standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.