

POSITION TITLE: RECREATION PROGRAM LEADER

DEPARTMENT: PARKS & RECREATION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Recreation Coordinator

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Seasonal Program Specialists

DIRECT: varies

INDIRECT: 0

POSITION FUNCTION

This position is responsible for leading and conducting programs such as: after school programs, pre-school programs, summer youth programs, aquatic activities, and programming at new facilities.

JOB RESPONSIBILITIES

- Lead after school programs
- Lead pre-school age programs
- Supervise summer youth programs
- Lead aquatic activities and events
- Organize special events
- Conduct classes and programs
- Help organize and run programs
- Assist Recreation Coordinator in promoting program offerings
- Performs other duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to stand, walk, sit, talk/hear, stoop, kneel, crouch, crawl, climb or balance, taste, smell, reach with hands and arms, use hands to finger, handle or feel. Must be able to clearly focus at 20 inches or less, must have clear vision at 20 feet or more, must be able to identify colors, must have good peripheral vision, good depth perception, and must have good fine focus abilities, and be able to lift up to 25 pounds.

REQUIRED SKILL SETS***Occupational/Technical Skills***

Ability to use spreadsheet, database, word processing, and selected job-specific software

Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to use techniques of effective time management

Ability to keep clear and accurate records and reports

Ability to process paperwork effectively

Cognitive Skills

Ability to deal with a variety of concrete variables in standardized situations

Ability to make timely, sound decisions

Ability to perform standard business arithmetic, including percentages and decimals

Ability to interpret documents such as safety rules, operations, and maintenance instructions, or procedure manuals

Communications Skills

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary

Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

Ability to use tact and discretion

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Ability to arrive at constructive solutions while maintaining positive working relationships

Leadership Skills

Ability to take charge and initiate actions

Ability to monitor progress and exercise control

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed outdoors with some office work involved. Work will subject employee to dust, heat, and cold. Employee will have contact with the public and must be able to work alone, work irregular schedules, and work nights and weekends. There will be pressure from deadlines.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

A two-year college degree or equivalent required; one to three years; must be able to maintain a valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.