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

**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, 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.

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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.