

CITY OF ARCADIA

ACTIVITY LEADER I (PART TIME)

DEFINITION

Under immediate supervision, Activity Leader I positions may perform the functions of Camp Counselor, Class Assistant, Cashier, Facilities Worker, Youth/School Worker, Park Worker, and Recreation Leader, dependent on assignment.

SUPERVISION EXERCISED

Exercise no supervision over part time staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES --Depending upon assignment, the Activity Leader I may perform the following:

Supervise children participating in the school, camp, and playground programs.

Receive revenue from the public and maintain accurate financial and attendance records for the swimming pool; handle registration and refunds at the swimming pool.

Lead a variety of recreation activities.

Oversee park maintenance; perform light maintenance at facilities and parks including rest rooms, kitchen, and other areas.

Conduct day camp; sports camp, resident camp, and school activities.

Perform light gardening to maintain the park appearance.

Assist in the supervision of community service workers.

Set-up and supervise events at facilities and parks.

Conduct recreation activities and supervise the participants.

Supervise the issuance and care of equipment and supplies.

Assist recreation staff or contract instructors, when required for safety or number of participants.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Recreation, camps, cultural, and sports activities and programs.

Financial processes and procedures.

Park management and maintenance skills.

Park rules and procedures.

Facility management and maintenance skills.

School rules and policies.

Facility rules and procedures.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Work effectively with children.

Organize, direct, and lead camp programs and children's recreational programs.

Establish and maintain accurate financial records.

Conduct work in a safe manner in accordance with established policy.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationship with those contacted in the course of work.

Minimum Qualifications:

Experience:

Some paid or volunteer recreation experience is desirable.

Training:

Not applicable.

License or Certificate:

Possession of, or ability to obtain, CPR and first aid certification.

Age Requirements:

Sixteen (16) years of age or older at the time of appointment.

Special Requirement:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, crouch, stoop, squat, and lift 50 lbs.; exposure to heat, noise, and outdoors.

Effective Date: July, 1992

Revised: October 2009; March 2023