

## **CITY OF ARCADIA**

### **ACTIVITY LEADER II (PART TIME)**

#### **DEFINITION**

Under general supervision, Activity Leader II positions may perform the functions of Assistant Camp Manager, Facilities Coordinator, Recreation Coordinator, Site Manager, and Tennis Instructor, depending on assignment.

#### **SUPERVISION EXERCISED**

Exercise technical and functional supervision over part time staff.

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

Prepare and conduct crafts, cookouts, and special events.

Instruct and supervise tennis to groups of children.

Order, prepare and teach crafts.

Supervise the park and its visitors; patrol the park and assist groups with park reservations.

Organize and conduct a variety of recreation activities; coordinate the scheduling, set-up, and supervision of facilities.

Assist in program planning and assigning the children's roster for the camp programs.

Instruct children's tennis program; maintain order and safety in a group lesson.

Order all necessary inventory.

Collect and deposit revenue from the craft program.

Assist with City-wide special events and excursions.

Conduct interpretive programs, including basic nature talks and tours.

Perform basic clean up and light maintenance a facilities and parks, including rest rooms, kitchen, and other areas.

Set up and be lead supervisor of events at schools, facilities and parks.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervise youth ensuring adherence to school rules and policies.

Assist in the supervision of community service workers.

Perform general office work; schedule park reservations; perform clerical duties.

Assist with paperwork for day, sports, and resident camp programs.

Give occasional nature talks and tours.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Camp activities and supervision of recreation programs and part time staff.

Tennis skills and instruction.

Arts, crafts, and other recreational activities.

Park management and maintenance skills, rules, and procedures.

Facility management and maintenance skills, rules, and procedures.

School rules and policies.

Modern office methods, practices, and procedures.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Supervise part time staff.

Assist in organizing, directing, and leading camp programs.

Teach required tennis skills and techniques.

Select, organize, prepare and teach crafts.

Supervise facilities and parks and their visitors and customers.

Perform a variety of routine clerical tasks including work processing, filing, record keeping, and typing.

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:**

Two seasons of paid experience in the field of instruction or supervision of recreation or park management.

**Training:**

Equivalent to the completion of the twelfth grade

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

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

**Age Requirements:**

Eighteen (18) years of age or older at the time of appointment.

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**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