

City of Dunedin, Florida  
Class Description



**JOB TITLE: Recreation Leader III – Hale Senior Center**  
Parks & Recreation Department  
Recreation Division

**GENERAL STATEMENT OF JOB**

Under general supervision, plans, implements and supervises Recreation programs and activities, coordinates the use and maintenance of recreation Center facilities and grounds, ensuring compliance with all applicable City policies, procedures and safety regulations. They will provide effective and courteous customer service. A Recreation Leader III assists in supervising the work of volunteers and variable/on-demand staff. They will assume supervisory duties in absence of Recreation Coordinator. They report to the Recreation Coordinator.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.***

Create marketing materials such as monthly newsletter, flyers, website maintenance and online publicity.

Complete program registration into Recreation registration software including global sales receipts and records and reports for program fees and other revenues, household account management, registration transfers and facility reservations.

Perform Recreation software program maintenance.

Complete registration daily deposits by obtaining reports via Recreation registration software and in compliance with the City's Cash Handling Policy.

Open and close facility as scheduled; work hours may consist mainly of approximately two

nights during week and weekends as scheduled for facility rentals and/or events.

Present and/or supervise recreational programming in assigned area(s). Coordinate programs and activities with other City departments, agencies, community organizations and the public as appropriate.

Assist with the planning, scheduling, promotion/marketing and evaluation of programs and events that meet the needs of the community.

Complete rental contracts, ensuring clear communication and ensuring City policy and procedures are followed.

Assist in overseeing facility operation by performing independent decision making/judgements in Coordinator's absence.

Assist in coordinating and supervising the use of facilities by outside groups and individuals.

Assist in supervising assigned volunteers. Provide input, advice and assistance as needed.

Maintain an environment that protects the health and safety of all program participants. Administer prescribed medications as required; administer CPR and First Aid as necessary.

Provide customer service including greeting and assisting patrons, responding to inquiries and requests, providing household account and program/event information and assisting in receiving complaints.

Set up chairs, tables, equipment, etc., and/or decorate rooms/facility for programs, activities and special events. Ensure rooms are properly set up for scheduled activities.

Ensure the availability of required supplies and equipment; order, purchase and maintain supply inventory.

Assist in overseeing the maintenance of assigned facility grounds and equipment; complete routine inspections of equipment, facility, activities, etc. and participate in general custodial, grounds keeping and maintenance duties as required.

Compile data for and prepare required records and reports.

Perform other clerical duties as required including faxing, filing, maintaining, retrieving and updating files, copying documents, ordering and maintaining office supply inventory and preparing and processing mail.

Drive city vehicles, including participant transportation, as necessary.

Ensure that all City policies, procedures and safety regulations are followed at all times.

### **ADDITIONAL JOB FUNCTIONS**

***While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.***

Perform routine office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, attending meetings, entering computer data, etc.

Maintain city van and mileage records.

Perform related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires an Associate's Degree in Parks and Recreation Administration, Physical Education or related field with three years' experience in supervising recreation programming and event planning. An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Computer experience required in Microsoft Word, Publisher, PowerPoint and Excel, and registration software.

Ability to self-motivate and acquire new computer skills.

Acquire and maintain certification in CPR and First Aid.

Must possess valid Florida driver's license with appropriate endorsements.

Must possess other special training & certifications or licenses as applicable to assigned area(s) of supervision such as before & after school programs, aquatics, seniors, athletics and fitness.

This is a Category B position for the purposes of Emergency Management. Employees in this category may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category B employees may be

required to stay on premises during a declared state of emergency, or as otherwise mandated.

### **PERFORMANCE INDICATORS**

**Knowledge of Work:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Recreation Leader III. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to assist in the planning and implementation of creative programming for various ages. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to apply supervisory and managerial concepts and principals. Is able to train, assist, motivate and provide leadership to volunteers and employees. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Has knowledge of proper English usage, grammar, vocabulary and spelling. Has the mathematical ability to handle required calculations. Has knowledge of and skill in the use of modern office equipment, including computers. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, hand and yard tools, and various special equipment according to assigned area(s) of programming.

**Verbal Aptitude:** Requires the ability to use a variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, teaching and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, crouching, and some lifting, carrying, pushing and/or pulling of objects and materials of moderate-heavy weight (12-50 pounds). May require the ability to perform and/or demonstrate various physical skills involved in recreational programming. Office tasks require a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

**Environmental Factors:** Some tasks may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, dust/pollen/smoke, harsh chemicals/cleaning agents, equipment hazards, communicable disease, strong odors.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
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Parks & Recreation Director

3/11/22  
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Date