City of Dunedin, Florida
Class Description

JOB TITLE: Recreation Leader II
Parks & Recreation Department

GENERAL STATEMENT OF JOB

Under general supervision, plans, implements and supervises Recreation programs and activities, ensuring compliance with all applicable City policies, procedures and safety regulations. Assists with the supervision of volunteers. Reports to the Recreation Program Coordinator.

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

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.

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

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

Opens and closes facility as scheduled; work hours may consist of nights and weekends.

Assists in supervising assigned volunteers. Provides input, advice and assistance as needed.

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

Supervises all activities and discipline youth participants as appropriate; maintains communications with parents/guardian regarding children's behavior and participation.

Monitors participants' behavior and issues disciplinary action when necessary in the absence of the Recreation Program Coordinator.

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

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

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

Sets up chairs, tables, equipment, etc., and/or decorates rooms/facility for programs, activities and special events. Ensures rooms are properly set up for scheduled activities.

Ensures the availability of required supplies and equipment; order, purchases and maintains supply inventory.

Assists in overseeing the maintenance of assigned facility grounds and equipment and participates in general custodial, grounds keeping and maintenance duties as required.

Compiles data for and prepares required records and reports.

Performs 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.

Drives city vehicles, including participant transportation, as necessary.

Ensures 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.

Performs 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.

Participates in facility maintenance duties as required, including custodial, grounds keeping and maintenance tasks.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent plus some college-level coursework in relevant field(s), supplemented by up to one year of experience in recreation programming and event planning, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess basic knowledge of computer operations including Microsoft Office.

Requires current 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.

PERFORMANCE INDICATORS

Knowledge of Job: Has a 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 II. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the principles, theories, practices and methodologies of parks and recreation planning and administration. 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. Is able to make sound, educated decisions. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak, write and understand the English language.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to perform employee evaluations and to make recommendations based on results. Is able to assemble and analyze information and make written reports in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of budgets, and knows how to monitor budgets.

Human Interaction: Requires the ability to function in a lead capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to coordinate department activities with other City and County departments in order to accomplish goals and complete projects. Knows how to apply supervisory concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to train, assist, motivate and lead a diverse group of employees and volunteers. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, two-way radio, 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. Has knowledge of proper English usage, grammar, vocabulary and spelling.

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. Has the mathematical ability to handle required calculations.

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. Is able to read and interpret complex materials pertaining to the responsibilities of the job.
Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving direction, control and planning of an entire program or set of programs. Is able to plan detailed and complex programs and activities and implement same. 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.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and/or pulling of objects and materials of moderate to 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.

Parks & Recreation Director

Date 10/10/19