

## CITY OF BURIEN, WASHINGTON

### JOB DESCRIPTION

**Title:** Recreation Leader I

**Dept.:** Parks, Recreation, and Cultural Services

**FLSA Status:** Non-Exempt, Intermittent

**Reports to:** Rec. Leader III & Rec. Coordinator

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **General Position Summary**

Under the direction of the Recreation Leader III and the Recreation Coordinator, the Recreation Leader I will assist in the implementation of assigned programs. They will lead daily recreational activities and supervise program participants.

#### **Essential Functions**

- Assist in the supervision of participants of assigned programs.
- Actively participate in activities while maintaining order and discipline.
- Serve as a positive role model for participants at all times.
- Assist with the implementation of scheduled activities.
- Recommend new program components based upon participant and parent input, research, and trends.
- Assist with facility safety check prior to each program occurrence.
- Provide for the safety of participants at all times.
- Work closely with all staff in an enthusiastic, cooperative and supportive manner. Communicate with other staff, volunteers and City personnel as needed.
- Secure and maintain materials and equipment for program needs. Ensure facility and grounds are kept clean and litter free. Clean program areas and store equipment and supplies at the end of each day.
- Attend scheduled staff training and meetings (which may occur during the weekday).
- Perform light maintenance duties including but not limited to sweeping floor, picking up litter, and cleaning van as needed.
- Perform other tasks and duties as assigned.

#### **Job Scope**

This position involves frequent new and varied work situations with a moderate degree of complexity. Incumbent operates from established and well known procedures with a moderate level of supervision.

#### **Supervisory Responsibility**

Incumbent supervises program participants.

#### **Interpersonal Contacts**

Works with program participants and their families, the Parks, Recreation, and Cultural Services department staff, school staff, affiliate community agencies, volunteers, the general public, and others as authorized.

#### **Specific Job Skills**

**Knowledge Of:**

- Recreational interests, needs, and behavioral characteristics of target population.
- Program leadership for two or more of the following interest areas: Visual arts, music, theater, dance, sports, outdoor recreation, games, and/or other healthy activities.
- Respectful communication skills.
- Burien's ethnically diverse and culturally-specific communities, which may include immigrant and first generation refugee populations.
- Strong leadership and motivational skills.

**Ability To:**

- Genuinely enthuse and lead program participants in the arts, sports, outdoor recreation, games, and other interest areas.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Recognize and correct safety hazards.
- Serve as a strong role model and mentor.
- Provide outreach to reach new program participants.
- Create a consistently supportive, enriching program environment.
- Show patience and be perceptive to the ever-changing needs of participant population.
- Be respectful, helpful and courteous.
- Be an excellent oral communicator.
- Be dependable and trustworthy.
- Work frequent weekend, evenings, and other irregular hours.
- Perform custodial and/or light maintenance duties.
- Effectively respond to emergency situations and apply First Aid and CPR when necessary.
- Interpret and apply rules, regulation, policies, and procedures.

**Mental Abilities:**

Position requires continuous interpersonal skills, teamwork, customer service, train/supervising, use of discretion, mentoring, and the ability to read, write, understand, and speak English; frequent decision making, creativity, problem analysis, negotiation, and independent judgment and/or action; occasional presentations/teaching and rare performance of basic and advanced math.

**Physical Abilities:**

Position requires continuous standing, walking, feeling, talking, and hearing; frequent reaching, bending, and repetitive motions of feet; occasional stooping, sitting, fingering, handling, and repetitive motions of hands and wrists; and rare crawling, kneeling, and climbing. Incumbent must be able to push, pull, lift, and carry 25 pounds.

**Education and/or Experience**

Previous experience leading recreation activities and/or working with children preferable.

**Special Requirements**

- Must be 15 years of age or older.
- Successful completion of pre-employment background check.

**Job Conditions**

The Recreation Leader I works directly with the program participants at various locations, including but not limited to neighborhood schools and other off-site locations. A high degree of physical mobility is required to provide supervision of events at various locations. Ability to work a flexible schedule is required. Must be able to work irregular hours including some evenings and weekends. Potential exposure to at-risk program participants.