

Jurisdictional Class: Competitive; Non-Competitive when Seasonal  
Adopted: January 10, 1990  
Revised: July 9, 2010

**RECREATION LEADER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the supervision of a particular recreation program(s) and/or activity at a recreation or sports facility, park, gym, camp, playground, or recreation area. An employee in this class organizes, directs, and promotes appropriate recreational activities for all age groups utilizing the facility, park, gym, or recreation area. The work is performed under direct supervision with leeway allowed in carrying out the details of the work. Supervision is exercised over the work of subordinates and volunteers assigned to a particular playground or recreation facility or area. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Directs the recreation programs and activities at a specific recreation or sports facility, park, gym, camp, playground, or recreation area;  
Organizes, promotes, and directs activities such as softball, soccer, badminton, native studies, hikes, camping, arts and crafts, story-telling, dancing, singing, dramatics, and quiet games;  
Assists in the organization of and conducts tournaments and special events;  
Schedules league games and referees and collects fees from teams when required;  
Acts as sports official when required;  
Acts as timer or scorekeeper when required;  
Keeps statistics for games and calls in scores and stats to press;  
Monitors games and hands out trophies and awards to players/teams;  
Administers basic first aide when necessary;  
Plans daily schedule of activities;  
Inspects facilities and equipment for safety;  
Maintains records of activities and attendance and inventory of equipment;  
Performs minor repair and maintenance of equipment;  
Distributes and maintains control over equipment and supplies;  
Runs various sports meetings, acts as contact person for coaches and referees;  
Runs player skill clinics;  
Handles various minor complaints, disputes, and disturbances and deals with issues such as player suspensions, make-up games, referee replacements, rule violations, and changes.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the organization and conduct of playground oriented recreational activities;  
Ability to plan and direct the work of others;  
Ability to maintain routine records;  
Ability to stimulate and hold the interest of program participants;  
Ability to work with groups of people of all ages;  
Sound judgment.

## Recreation Leader

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and six (6) months of paid or volunteer part-time experience in the participation or management of an organized recreation or athletic program/activity; or
- (b) One (1) year of paid or volunteer part-time experience in the participation or management of an organized recreation or athletic program/activity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTE:** Participation in high school or college athletics can be substituted for the experience on a month by month basis. College course work in physical education, recreation, or closely related field can be substituted for the experience with one credit hour equaling two months of experience.