



TOWN OF SURFSIDE RECREATION LEADER I

DEPARTMENT: PARKS AND RECREATION

NON-EXEMPT

GENERAL DESCRIPTION:

Under general supervision of the Parks and Recreation Superintendent, assists with the athletic and recreational youth programs. Work is reviewed through observation and reports for adherence to established policies and procedures.

ESSENTIAL JOB FUNCTIONS:

1. Teaches athletic fundamentals as required and enforces policies, rules, and safety regulations for participants.
2. Assists the children in learning crafts, athletics, games, and teamwork.
3. Performs various duties involving the issuance, receipt, storage, and inventory of sports equipment, games, and craft supplies.
4. Works with the public.
5. Works with recreation activities and Community Center playground or other recreation facilities.
6. Assists with special events set up and breakdown.
7. Completes daily cash journals, checklists and other reports as needed.
8. Assists with light maintenance duties.
9. Performs other functions as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to communicate orally and in writing to staff and program participants.
- Knowledge of traditional non-athletic games, arts, and crafts.
- Good customer service skills.

EDUCATION AND EXPERIENCE:

High school senior or college student.
Valid Florida Driver's License is required.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

ESSENTIAL PHYSICAL SKILLS:

- Tasks involve frequent walking, standing, some lifting and carrying of heavy objects of moderate weight (12-20 lbs.)
- Tasks require color, sound, depth, texture, and visual perception and discrimination and oral communication ability.

ENVIRONMENTAL CONDITIONS:

- Tasks may require infrequent exposure to adverse environmental conditions.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

Revision History: 3/18/2008; 4/24/2008; 5/5/2008; 4/10/2012; 6/23/2016; 1/21/2021

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: _____

