

CITY OF BURBANK

SENIOR RECREATION LEADER

DEFINITION

Under direction, conducts a wide range of recreational, cultural, and community service activities; assists with organizing and leading recreational activities including, but not limited to, day camp, recreational classes, special events, sports, aquatics, and other specialized program areas; and do related work as required.

ESSENTIAL FUNCTIONS

Under direction, directs, organizes, publicizes, and conducts general recreation classes, programs and services; assists in facility supervision and maintenance; oversees a specialized program area; trains, supervises and evaluates employees, and volunteers; assists with program registration, fee collection, accident reporting and program documentation; observes and enforces policies and procedures; operates general office equipment, including personal computers; renders routine first aid when needed; establish and maintain effective working relationships with supervisors, fellow employees, and the public; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - recreation and leadership techniques.
- Ability to - understand community needs and achieve department goals; understand and implement written and oral instructions; demonstrate effective written and verbal communication skills, good judgment and decision-making abilities.

Education/Training: Completion of two years of college and 2000 accumulated hours of paid leadership experience with a recreational, cultural, or community services program. Additional qualifying paid experience may be substituted for required education on a year-for-year basis up to a maximum of one year. Up to 500 hours of volunteer leadership experience in a recreation setting can be substituted for paid leadership experience on an hour-for-hour basis.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment. Valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services department, within six months of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Basic computer skills, and ability to communicate in a second language. Completion of college credits in Leisure Studies or closely related field.