

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: RECREATION LEADER

TITLE #: 1523

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the supervision of a recreation facility or playground and for conducting a particular phase of a recreation program under specific instruction. Supervision may be exercised over the work of non-professional personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Organizes and directs activities such as softball, basketball, bowling, tennis, badminton, volleyball, track, table games, nature studies, hikes, arts & crafts, storytelling, dancing, singing, dramatics, pre-school programs etc;

Assists with the solicitation of volunteer coaches and officials and the preparation of schedules and rosters;

Assists in the organization and direction of socials, dances, tournaments and other special events;

Acts as an official and maintains order at games and contests, collects entries and makes drawings;

Operates a public address system, marks fields and maintains facilities and equipment;

Supervises and gives basic instructions in ice skating;

Assists with the organization and supervision of a gym program;

Schedules playground activities, supervises children and inspects equipment for safety;

Attends staff meetings, keeps records and makes periodic reports;

May administer first aid;

May prepare departmental payroll and provide incidental keyboarding.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of one or more types of recreational activities with an emphasis on games and athletic events; good knowledge of first aid; good organizational skills; ability to work with groups of all ages; ability to speak clearly and effectively; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- a) Completion of thirty (30) semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR
- b) Graduation from high school or possession of a high school equivalency diploma and one (1) season of paid or volunteer experience conducting recreational activities or one (1) semester of experience as a **teacher**, teaching assistant, teacher aide, coach or volunteer working in a classroom or gymnasium setting.

NOTE: A season is defined as the duration of a recreation program. A semester is defined as 15-18 weeks of an academic year.

JURISDICTIONAL CLASSIFICATION: Competitive/full time, Non-competitive/part time

ADOPTED: 3/06/80