

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
RECREATION LEADER II - 1531

DEFINITION:

Under general supervision, (1) to develop, implement, and supervise an overall recreation program at a playground, or (2) to plan, develop, and instruct specialized classes, generally at the beginning or intermediate skill level, in games and sports, arts and crafts, social and cultural activities, handicapped programs, or other areas; and to perform related work.

*** EXAMPLES OF DUTIES:**

(1) Developing, implementing, and supervising an overall recreation program at a playground:

- Plans, organizes, conducts, and evaluates a recreation program and leisure activities for children and teens at recreation sites such as neighborhood schools and playgrounds;
- Plans and organizes teen and afterschool programs at specific recreation sites, including teen centers and/or recreation centers;
- Works with a variety of social service agencies and citizen advisory groups to develop neighborhood interest and participation in the program;
- Prepares publicity materials;
- Prepares lesson plans;
- Develops monthly calendars of daily activities for programs;
- Conducts classes in arts and crafts such as plaster, paper, and woodcrafts;
- Instructs and coaches athletic teams;
- Referees and umpires athletic competition;
- Organizes and conducts special activities and events;
- Distributes and maintains games and equipment;
- Enforces regulations, maintains discipline, and ensures the safety of the participants;
- Supervises children's free play activities;
- Supervises the use and maintenance of playground facilities;
- Assists in supervising and training recreation aides and volunteers;
- Requisitions supplies; maintains records and prepares reports.

(2) Planning, developing, and instructing specialized classes:

- Plans, develops, and instructs speciality classes such as tennis, gymnastics, karate, copper enameling, painting, weaving, photography, dancing, cooking, cake decorating, vocal or instrumental music, drama, or activities for the handicapped, generally at the beginning or intermediate skill level;
- Registers participants and collects fees;
- Assigns participants to classes according to skill level;
- Evaluates the progress of participants; maintains records;
- Enforces regulations; supervises the use of facilities;
- May lead the work of subordinates.

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

300 hours of recreation leadership experience; **OR** completion of 24 semester/36 quarter units of college-level course work in recreation management, tourism and hospitality, child and family studies, physical education, and/or a related field.