

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

RECREATION LEADER II

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, and conducts a broad recreation program for children at neighborhood schools and playgrounds;
- 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;
- 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;
- Requisitions supplies; maintains records and prepares reports.

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

- Plans, develops, and instructs specialty 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.

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 Announcement for updated minimum qualifications.

Minimum 18 years of age. 1800 hours of recreation leadership experience; **OR** completion of 30 semester units or 45 quarter units; **OR** any combination of experience and education totaling 1800 hours.

- * **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.