WILTON MANORS
JOB DESCRIPTION

POSITION TITLE: Recreation Leader I
JOB CODE: 7008
FLSA STATUS: Non-Exempt

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to organize, supervise and lead student recreation activities and/or athletics programs. Employees in this classification perform at entry staff level and are responsible for providing a safe recreational environment for the assigned community programs, youth activities and/or special events provided by the City. Employee works with independence and initiative within established policies and procedures. Performs other duties as dictated by the nature of the program.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises assigned facilities and ensures the safety and cleanliness of recreational equipment and teaching materials are maintained.
- Confirms child attendance in after school programs; releases children to parents from programs, e.g., after school, summer, spring, and winter programs.
- Plans, organizes, and supervises various student activities, programs and special events.
- Distributes snacks to children in various programs.
- Supervises children on playground, recreational facilities and in classroom/study activities.
- Assists children with schoolwork and various activities.
- Organizes and supervises various arts and crafts projects.
- Performs light custodial duties, e.g., maintains recreation equipment, maintains cleanliness of facilities performs set up and break down duties for activities and special events.
- Reports any repair or maintenance issues to the appropriate management, e.g. leaks, damaged equipment or facilities, dangerous hazards.
- Performs related duties as assigned.

Recreation Leader I 7008

MINIMUM QUALIFICATIONS

EDUCATION / CERTIFICATIONS / EXPERIENCE

High school diploma or GED; supplemented by six (6) to twelve (12) months previous child care experience within a similar recreational or educational environment; or an equivalent combination of education, training, and experience.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.