

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Recreation Leader III	GRADE:	00
DEPARTMENT:	Recreation Services	JOB NO:	9315
DIVISION:	Leisure Services	DATE:	6/13/2010
REPORTS TO:	Recreation Supervisor	FLSA STATUS:	N
FULL-TIME: _____	PART-TIME: <input checked="" type="checkbox"/> _____	TEMPORARY: _____	COST CENTER: 520

REPLACES: Recreation Leader III

DATE: 4/95

JOB SUMMARY STATEMENT:

Assists Leisure Services full-time staff in the administration of programs and services. Supervises leagues, community center activities. Assists in the planning and development of programs and activities. Assists with the training of other part time staff members.

DUTIES AND RESPONSIBILITIES:

1. Supervises the community center operation and assists patrons using the center. Sets up rooms for meetings, issues and checks in equipment to building patrons, Answers the phone, and assists in any way possible. Opens the building on Saturday and secures building nightly.
2. Assists in the supervision of athletic leagues. Keeps score and time during various events. Ensure team managers complete player rosters and sign score sheet. Complete various reports. Prepare playing field. Order supplies. Update standing boards at the field.
3. Assists in the supervision of events sponsored by Leisure Services for the general public. Monitors and assists in traffic and crowd control. Assists in setting up and tearing down event's equipment.
4. Assists staff members in the planning and development of public programs. Meets with staff and provides suggestions and comments on existing and proposed new programs. Design and distribute event signs and flyers.
5. Assists in the training of Recreation Leader I & II staff members. Demonstrates proper procedures, use of equipment, and customer relations skills.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic education or additional equivalent experience.

EXPERIENCE:

Two years experience in public contact working environment, or an equivalent level of experience.

SKILLS:

1. Good oral and written communication skills.
2. Manual dexterity.

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City policies and procedures.
2. Ability to work independently.
3. Ability to exhibit diplomacy and judgement.
4. Ability to handle multiple tasks.
5. Ability to adapt to changing environment.
6. The ability to train and guide others.

PHYSICAL REQUIREMENTS:

1. Ability to lift 50 pounds and transport 20 feet.
2. Mobility to travel and tour City facilities, indoors and outdoors.
3. Ability to communicate to facility patrons in a professional manner.
4. Ability to sit, bend, push, pull, stand, walk for extended periods of time.
5. Ability to operate small hand or power tools.
6. Ability to operate City vehicles and equipment.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Indirect Recreation Leaders I & II

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.