



Job Title: Recreation Leader – Part-Time

Department: Parks and Recreation

Reports To: Recreation Programmer

Job Status: Regular Part-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 1/11/2010	Revision Date: 3/2018	

JOB SUMMARY:

Helps plan and implement recreational programs and activities for groups of varying ages at recreation centers and selected sites. Coordinates the efforts of recreational staff, volunteers, seasonal and intermittent personnel and provides instruction and guidance for various activities. Helps manage existing programs and sports leagues.

ESSENTIAL FUNCTIONS	
1	Leads recreational and leisure activities for groups of varying ages at recreation centers and selected sites, for groups, of varying ages, in activities related to recreation and leisure pursuits.
2	Coordinate the efforts of recreational staff, volunteers, seasonal and intermittent personnel. Provides instruction and guidance for these activities and involved with coordinating and/or scheduling league activities.
3	Interprets and explains game rules and organizes team sports and officiates informal sports and team activities.
4	Monitors the issuance, use and care of athletic and recreation supplies and equipment and maintains records.
5	Ensures that there are adequate athletic and recreation supplies and equipment, and makes recommendations for purchase of new equipment.
6	Ensures the safety and cleanliness of athletic and recreational facilities and maintains records and prepares reports as required.
7	Facilitate or conduct classes and or provide instruction in areas such as safety, game rules, youth discipline guidelines, and the proper use of athletic and recreation equipment.
8	Arranges for transportation for volunteers as needed.
9	Will perform other duties as assigned. The above duties and responsibilities are not an all inclusive list, but rather a general presentation of the duties and responsibilities associated with this position.

JOB REQUIREMENTS	
1	High School Diploma or General Equivalency Diploma (G.E.D.). Additional formal education in child care, elementary education, physical education, or health and nutrition is desirable.
2	Two years experience coordinating and leading athletic, recreational or leisure activity groups; or, any equivalent combination of formal education and experience sufficient to perform the Essential Functions.
3	Successful completion of a criminal background check prior to beginning employment with the Town. A criminal background check will be conducted a minimum of once every three years, or as often as deemed necessary by the Town.
4	Valid driver’s license required, an Arizona driver’s license will be required within ten days of hire.
5	First Aid and CPR certification is required and certifications must be kept current throughout period of employment.



This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers