



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: RECREATION LEADER

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 7050

PAY RANGE CODE: [111160](#)

REVISION DATE: 4/27/17

NATURE OF WORK:

This is work involving the planning, organizing, scheduling, and instructing of various recreation programs at sites within the city. Supervision is exercised over subordinate employees engaged in instructing arts and crafts and adaptive and sports activities. The incumbent is responsible for solving operating problems; however, general policies and methods are outlined by a superior who conducts inspections of work performed. The incumbent is also responsible for public relations.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Plans, organizes, schedules, teaches, and oversees games, team and individual athletic events, arts and crafts, dancing, aerobics, swimming, ice skating, and special events at a City recreational facility or program site.

Trains and provides work direction to subordinates engaged in recreational activities.

Operates an ice resurfacing machine at one of the City's ice rinks.

Operates a swimming pool circulation system.

Installs and replaces nets on hockey goals.

Maintains supplies and equipment for program activities.

Maintains daily records of program registrations, income, and expenses.

Maintains attendance and expense records.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the philosophy and objectives of public recreation.

Knowledge of methods involved in conducting and overseeing a program of recreational activities in a community center, day camp, or playground.

Knowledge of community recreational activities including games, sports, dancing, ceramics, and handicrafts.

Knowledge of individual and team competitive sports instruction, rules, regulations, and safety precautions.

Knowledge of first aid, cardiopulmonary resuscitation, and seizure control.

Knowledge of safe and efficient swimming pool operation methods and the contents of safety education and lifeguard programs.

Knowledge of the safe and efficient operation of an ice skating arena.

Knowledge of safe and efficient concessions operations and safe food handling procedures.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to communicate effectively with staff and the public.

Ability to communicate in a clear and concise manner.

Ability to teach recreational activities to individuals of all age groups.

Ability to maintain safety equipment.

Ability to maintain and operate swimming pool equipment and circulation systems.

Ability to plan, assign and provide work direction to subordinate recreation employees engaged in varied recreational activities.

Ability to maintain accurate records of income and expenses.

Ability to learn to operate and maintain an ice resurfacing machine.

Ability to understand oral or written instructions.

Ability to operate equipment assigned to the particular recreational activity, such as a kiln, climbing wall, show mobile unit, or hockey equipment.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to quickly and accurately perform basic mathematical computations including addition, subtraction, multiplication, and division.

Ability to make decisions based on departmental and City policies and regulations.

Ability to adhere to safety policies, procedures and guidelines.

Ability to stand from 76 to 100% of the time; walk or sit from 51 to 75% of the time; and climb, reach, bend, stoop, squat, push and pull up to 25% of the time.

Ability to use up to twenty (20) pounds of force up to 33% of the time and up to ten (10) pounds of force from 34 to 66% of the time move and transport objects, load and unload supplies, and move hockey nets on the ice.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school diploma or its equivalent

AND

Four (4) years of experience in conducting recreational programs

SPECIAL QUALIFICATIONS

If assigned to an ice rink must be able to lift, carry, and install propane fuel tanks weighing up to seventy-five (75) pounds.

Must be able to transport oneself or coordinate transportation to various work sites.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily in a City community center or related facility. Some activities may be performed outdoors, where incumbents are exposed to varying temperatures and usually no inclement weather. Conditions may necessitate working in and around water and walking on ice surfaces.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Recreational and Sports Equipment

Climbing Wall

Swimming Pool Vacuum

Kiln

Computer

Pager

Alarm System

Inflatable recreation equipment

Facsimile Machine

Ice Resurfacing Machine

Show Mobile Unit

Copier

Printer

Calculator

Telephone

Previous Revision Date(s):

11/19/92

11/30/00

1/30/07