



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**RECREATION LEADER I, II, III**  
Classification Specification  
(Non Classified)

**DEFINITION**

Under general supervision, performs a variety of recreational program duties; including working directly and effectively with children, the general public and other staff members; and performs other related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

The Recreation Leader I is a seasonal, hourly position and works under the direction of the Leader II or III, and/or Recreation Supervisor.

The Recreation Leader II is a seasonal, hourly position and works under the direction of the Leader III and/or Recreation Supervisor.

The Recreation Leader III is a seasonal, hourly position and works under the direction of the Recreation Supervisor.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Recreation Leader I/II/III. The duties included on this list are examples and are not intended to be all-inclusive or restrictive:

1. Working and communicating effectively with children, the general public, and other staff members;
2. supervising and planning the implementation of arts and crafts, sports, games and other child friendly activities;
3. organizing and implementing recreation programs at a designated site or facility;
4. assisting the Recreation Specialist with recreation programming;
5. training lower level Recreation Leaders;
6. promoting and developing the activities and services of the Recreation department; and
7. Performs other duties as necessary and required.

**DESIRED MINIMUM QUALIFICATIONS**

## Education, Training and Experience

**RECREATION LEADER I:** Be at least 16 years of age (with valid work permit) by date of appointment.

### **RECREATION LEADER II:**

- Be at least 17 years of age by date of appointment;
- Junior standing in High School or above;
- Experience coaching boys and girls' sports, preferably basketball, baseball/softball, soccer or volleyball;
- Experience keeping score for one or more of sports: basketball, baseball/softball, soccer or volleyball;
- Experience officiating for one or more of sports: basketball, baseball/softball, soccer or volleyball.
- Minimum legal requirements for working minors includes a valid work permit.

**RECREATION LEADER III:** Be at least 18 years of age at the time of appointment, and have a minimum of two (2) years part-time; or one (1) year full time recreation program experience in a local municipality.

## Knowledge and Abilities

1. Working knowledge of operation of modern office equipment, practices and procedures;
2. working knowledge of automated and manual filing methods;
3. working knowledge and ability to use various computer software programs, such as spreadsheets and word processing;
4. basic knowledge of business letter composition and report writing;
5. knowledge of proper usage of the English language and phraseology;
6. ability to perform basic mathematical computations;
7. ability to comprehend and follow oral and written directions;
8. ability to type 40 WPM;
9. ability to communicate effectively and concisely both verbally and in writing;
10. ability to maintain accurate and detailed records; and
11. Ability to deal tactfully and courteously, and to establish and maintain cooperative working relationships with the general public and City staff.

## License

A valid California motor vehicle operator's license is required for Recreation Leader II & III.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is typically performed outdoors at recreation facilities (parks) and exposed to weather conditions, dirt and/or dust, and on occasion, an incumbent will work in an indoor office environment. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to loud.

FLSA Status: Non-Exempt  
Bargaining Unit: Part-Time HMEA  
Civil Service Status: Non-Classified

Updated: September 2020