



RECREATION LEADER I

353

DEPARTMENT: Community Services/Parks and Recreation

NATURE OF WORK:

Conducts and supervises a portion of a comprehensive camp or playground program for children. Work includes directing children in arts and crafts, games, sports activities, and special events. Work is performed under the continuing supervision of a Senior Recreation Leader or Recreation Leader II.

ESSENTIAL FUNCTIONS OF THE JOB:

Organizes, leads, teaches, and conducts a variety of recreation activities such as arts and crafts, sports, and games, etc., for different age groups and skill levels.

Ensures a safe environment for play.

Assists in organizing tournaments and special events.

Supervises children in daily camp or playground activities, lunch, and all areas and facilities.

Accompanies participants on field trips.

Assists in the development of camp or playground rules and is responsible for their enforcement.

Reports all accidents, incidents, and disciplinary actions to supervisor.

Oversees proper use of facility, equipment, and supplies.

Maintains proper decorum among participants.

Maintains positive rapport with parents and school staff.

Attends staff meetings and training sessions.

Administers first aid, as necessary.

Practices continuous learning through individual study and team trainings.

Performs work safely in accordance with department safety procedures and the County Safety Program.

Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily at an assigned school or playground located in James City County. Certain assignments may require driving a 15-passenger van or other County vehicle.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge and understanding of child growth and development.

Some knowledge of instructional procedures and practices.

Some knowledge of and skill in arts and crafts, sports, and games.

Ability to work effectively with children, parents, and colleagues in a calm, professional manner.

Ability to coordinate and conduct a State licensed school-age program.

Ability to resolve conflicts.

Ability to work in a team setting.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent, preferably supplemented by college course work in recreation, education, or related field, and 3-6 months of experience working with children in a State licensed setting; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a Virginia Criminal History Record check, sex offender record check, post-offer drug test, tuberculosis test, and Child Protective Services Registry check.

Current certification in First Aid and CPR for Professional Rescuers (Infant, Adult, and Child CPR) preferred. Non-certified employees will be required to complete CPR and First Aid training within six months of the date of hire.

A valid VA driver's license with an acceptable driving record based on James City County standards may be required for some positions.

Date: March 2007
RecLeadI.353_161_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Recreation Leader I

Position Number: 353

Department: Community Services

Division: Recreation Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Arts and crafts projects

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation			
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift			✓				✓		
Push/Pull			✓				✓		
Hold/Carry			✓				✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|--|--|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input checked="" type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input checked="" type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand			✓					✓	
Sit			✓					✓	
Walk	✓						✓		
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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