

Class Title	Senior Recreation Leader
Position Number	354
Department	Community Services
Division	Parks and Recreation
Supervised By	Recreation Program Coordinator

NATURE OF WORK:

- Performs experienced paraprofessional work overseeing staff and the daily operation of State-licensed before and after school and summer camp programs; may supervise and conduct daily program planning and scheduling, activity leadership, site record keeping, and staff management for preschool, elementary, and/or teen programs.

PRIMARY DUTIES:

- Oversees site staff; completes evaluations of performance; addresses disciplinary concerns; maintains work schedules; approves timesheets and time off requests; prepares and conducts staff meetings and trainings, both on and off site.
- Organizes, leads, teaches, and supervises a variety of recreational activities such as arts and crafts, sports, outdoor games, educational program components, etc. for varying age groups and skill levels; supervises participants on field trips; plans daily activity and snack schedule; coordinates family involvement and other site special events.
- Establishes and maintains rapport with participants, parents, school staff, administrative officials, and other community partners; works with parents and/or school staff to address behavioral needs and/or special accommodation; provides information to public; implements program surveys and collects patron feedback, responds to customer inquiries and/or complaints; may be asked to represent the Division on interagency councils and committees and community agencies and groups, both public and private.
- Ensures a safe environment and proper use, inventory, and upkeep of site facilities, supplies and equipment; develops and enforces site rules; opens facility, prepares site for activities and closes and secures facility daily.
- Maintains program within budget limitations; keeps accurate records/statistics and completes necessary site paperwork; reports all accidents, incidents, and disciplinary actions to supervisor.
- Performs other duties as assigned.

JOB PREPARATION NEEDED:

- Valid Virginia's Driver's License and acceptable driving record based on James City County criteria required.
- Some knowledge of instructional procedures and practices, skill in arts and crafts, sports and games, and understanding of growth and development of children of different ages and abilities.
- Some supervisory experience preferred.
- Ability to work under minimal supervision.
- A minimum of 48 hours coursework or Bachelor's Degree in Recreation, Education, Childcare, or related field preferred; Childcare certificate or credential is also acceptable from a State-licensed approved program; and at least two years experience supervising or working with children of different ages and abilities, preferably in a recreational, State-licensed or educational setting or any equivalent combination of acceptable education and experience providing the necessary knowledge, skills, and abilities.

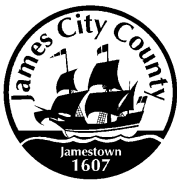
POST-OFFER REQUIREMENTS:

- Drug Screening
- Criminal History/Sex Offender Check
- Child Protective Services Registry Check

INTRODUCTORY PERIOD: Six months

POST HIRE REQUIREMENTS:

- Driving record check (annually)
- Criminal History background check (every 3 years)
- Child Protective Services registry check (every three 3 years)
- Sworn Disclosure statement (when hired, then every 3 years)
- TB test (within 30 days of hire, then every 2 years)
- CPR for the Professional Rescuer certification (every 2 years)
- First Aid certification (every 3 years)
- Medicine Administration Training certification (every 3 years)
- OSHA training (annually)
- Record of a minimum of 24 hours of staff training and development (in-service, individual study, classroom training, seminars, or conferences) (annually)



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JOB LOCATIONS AND CONDITIONS:

- On-site duties are performed at assigned site location; administrative duties are performed at assigned office location; may be assigned to work at one or more site locations.
- Must be available to work early mornings, days, late afternoon, some nights, weekends, or holidays.
- Implements and ensures compliance with State-licensed program rules, regulations, and procedures.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to a supervisor.
- May be required to work/report to work to serve customers during emergency conditions.

General Aptitudes and Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs 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.

Mental Abilities:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

Verbal Abilities:

- Must have ability to understand meanings of words and ideas associated with them and to use them effectively, to comprehend language, to understand relationships between words, to understand meanings of whole sentences and paragraphs and to present information or ideas clearly.
- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to distinguish between different tones; communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading: Must have ability to read and understand text.

Numerical:

- Must have ability to mentally perform arithmetic operations quickly and accurately, including the ability to mentally perform accurate two digit calculations and ability to perform accurate calculations aided by a calculator, adding machine, or measurement device.

Spatial Abilities:

- Must have ability to comprehend forms in space and understand relationships of plane and solid objects. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

Motor Coordination:

- Must have ability to coordinate eyes and hands/fingers rapidly and accurately in making precise movements with speed and to make a movement response accurately and quickly.

Manual Dexterity:

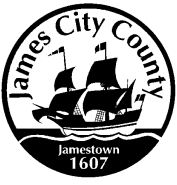
- Must have ability to move hands easily and skillfully and to work with hands in placing and turning motions, i.e., using a telephone, radio/console, calculator, copy machines, fax machine, and computer keyboard and mouse.

Finger Dexterity:

- Must have ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. Example: Arts and crafts projects.

Physical Demands:

- Strength: Must have ability to occasionally lift 10-15 lbs. and occasionally push/pull 10-15 lbs. Must have ability to manipulate materials and/or equipment from ground to waist.
- Climbing: Must have ability to climb approximately two flights of stairs.
- Standing, sitting, walking, running: Must have ability to frequently (3-5 hours/day) stand, frequently (3-5 hours/day) sit, occasionally (0-1 hours/day) walk, and occasionally (0-1 hours/day) run. Must be able to walk and run over flat terrain.
- Stooping, kneeling, crouching, and/or crawling: Must have ability 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 5-20 times per day.



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Physical Demands: (continued)

- Reaching, handling, fingering, and/or feeling: Must have ability 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 hands 5-20 times per day.
- Seeing: Must have ability to perceive or comprehend by the sense of sight including peripheral vision, focus, and depth perception.

Driving:

- Must have ability to drive automatic transmission: car, van, and small truck.