

# CITY OF BROOKSVILLE

**POSITION TITLE: Recreation Leader III**  
**DEPARTMENT: Parks & Recreation**

**Status: Non-Exempt**  
**Pay Grade: 583**

## JOB DESCRIPTION

### POSITION SUMMARY:

An employee in this position is responsible for performing lead tasks of above average difficulty and assisting in the implication of more complex assignments, usually at an assigned community center or playground area. Under general supervision, the employee performs duties which include overseeing security, building, and equipment maintenance. The employee is expected to plan activities and programs within guidelines established by the supervisor, and to schedule activities insuring that adequate supplies, transportation and other necessary items are available. The employee is required to exercise reasonable initiative and independent judgment in supervising, coordinating and promoting recreation activities. Scheduled programs might require the employee to work irregular hours including nights and weekends. Work is reviewed through observation, conferences, reports submitted and results obtained. Primary functions are directed through and supervised by the Park/Facilities and Recreation Director.

### ESSENTIAL JOB FUNCTIONS:

- Coordinates activities of an assigned recreation area; plans, promotes, conducts, and supervises play activities, team sports, and other activities.
- Performs and supervises a variety of instructional activities.
- Promotes good public relations in the community; prepares promotional materials.
- May perform the duties and responsibilities of Recreation Leader I and II when required.
- Prepare reports and complete forms and documents.
- Inspects recreational facilities, apparatus and equipment; maintains inventory of supplies; submits requisitions for needs repairs and supplies.
- Coordinate activities and/or supervise staff as assigned by Supervisor.
- Work safely, diligently and responsibly at completing assigned duties.
- Performs other duties not specifically enumerated within the job functions listed above as may be required at the discretion of the City.

## **JOB STANDARDS:**

Education & Experience: Any combination equivalent to the education and experience described below that provides for the knowledge, abilities, and skills to perform the essential job functions would be qualifying.

Education: High school diploma or GED equivalency certificate as issued by a State Board of Education.

Experience: Three (3) years experience in recreation, physical education, leisure services or a closely related field, with responsible experience in directing recreational activities or in instruction; one year of education can be substituted for a maximum of one year's experience.

Licensed Certification or Registration: Valid Florida Driver's License. Standard First Aid Certificate and Cardiopulmonary resuscitation (CPR) certificate. Florida Commercial Driver's License Class "B" with a passenger endorsement **within six (6) months of appointment.**

## **CRITICAL SKILLS, ABILITIES, & EXPERTISE:**

Physical Requirements: Sitting, standing, use of fingers, arms, hands and legs and voice are constant. Good eyesight (correctable) and hearing (correctable) are essential. Stretching/reaching, bending at waist, squatting, walking, handling, grasping, driving, light and/or carrying (up to 15lbs) are frequent. Pushing, pulling, kneeling, climbing, balancing, turning, feeling, medium lifting/carrying (up to 45lbs) are occasional.

Equipment: Personal computer, calculator, telephone, copy machine, facsimile, related office and instructional/sporting equipment and a passenger vehicle.

Skills & Expertise: Considerable knowledge of techniques relating to a wide variety or organized recreation activities. Working knowledge of rules and conduct of a variety of sports and games. Skill in administering first aid; operation and maintenance of recreational equipment and facilities. Ability to stimulate interest in recreational activities for all age groups. Ability to complete assignments accurately and on time. Ability to project a good public image and maintain effective customer relations. Interact courteously with the public, officials, supervisors and co-workers. Willingness and ability to exercise sound judgment, work diligently and perform at an acceptable level of efficiency and productivity. Ability to follow directions and complete assignments accurately and on time. Actively support the departments and City's goals, programs and objectives. Ability to work independently and confidentially without close supervision. Ability to read, comprehend, implement, and complete written and/or oral directions in English. Ability to perform assigned duties timely and effectively while working carefully and complying with safety rules. Ability to maintain acceptable attendance record. Willingness and ability to comply with the City's regulations and procedures. Must be insurable by the City's current insurance carrier.

**ENVIRONMENTAL FACTORS:**

Job Location: Primary location is within the Parks/Facilities and Recreation Department located in Brooksville, Florida. Constantly works indoors and occasionally outdoors in heat during all four seasons.

Work Environment: Work alone and closely with others is frequent. Work in noisy conditions is occasional.

**NON-ESSENTIAL/SECONDARY FUNCTIONS:**

- Performs any additional duties as directed by the Park/Facilities and Recreation Director or City of Brooksville designee.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

<b>HR INFORMATION</b>	<b>Revision Date: 10/16/2014</b>
FLSA Status: Non-Exempt/Hourly	EEO Category: 5 W/C Code:
Pay Grade: 583	