

Civil Division: Towns, Villages
Jurisdictional Class: Competitive – (FT)
Non-Competitive – (PT)
EEO Category: Protective Service: Non-Sworn
Revised: 07/14/05

RECREATION LEADER

DISTINGUISHING FEATURES OF THE CLASS: Employees of this class are responsible for conducting a particular phase of a recreation program or for organizing and conducting a recreation program in a town or village. This position involves conducting a particular program under specific guidelines and policies, under supervision, responsible for a single playground, or assisting in the conducting of various minor or periodical activities. This position is under the direct supervision of a Recreation Director. Supervision may be exercised over the work of subordinate personnel. Employee performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Follows and fulfills a planned program for a recreation facility;
Organizes, promotes and directs activities such as softball, badminton, paddle tennis, nature studies, hikes, camping, arts and crafts, story telling, dancing, singing, dramatics, etc.;
Officiates and maintains order at all recreational events by enforcing rules and safety regulations;
Requisitions equipment and supplies;
Plans daily schedule of playground or other recreational program activities;
Inspects equipment for safety features and for needed repairs or replacement;
Supervises children in and around wading pool;
Keeps records and makes periodic reports, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods, terminology, equipment and techniques of routine playground and recreation activities, with emphasis on organizing and conducting games and other events; skill in the administering of first aide; ability to stimulate interest in recreation activities; ability to ensure and maintain the cooperation of participants; industrious; highly initiative.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year experience in the conduct of recreation activities, or similar work:

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

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NOTE: If the position requires the duties of a lifeguard, the incumbent must also possess the appropriate level lifeguard qualifications set forth by the State Sanitary Code. The code provides for different levels of lifeguards, depending upon the type of water facility involved. See types listed below.

SUPERVISION LEVEL II a: Pool lifeguard only- Must be at least sixteen (16) years of age **AND** must possess a current American Red Cross Basic life support for the professional rescuer, CPR, or equivalent certification; **AND** possession of a certificate in basic life guarding from a recognized certifying agency (such as the American Red Cross, Boy Scouts, YMCA) acceptable to the State Health Commissioner.

SUPERVISION LEVEL II b: All still water including pool, lake, beach, except surf water- Must be at least sixteen (16) years of age **AND** possess a current American Red Cross basic life support for the professional rescuer, CPR, or equivalent certification; **AND** possession of a current lifeguard training certificate for a certifying agency (such as the American Red Cross, Boy Scouts, YMCA) acceptable to the State Health Commissioner.

SUPERVISION LEVEL III: Spa and wading pool – Must be at least eighteen (18) years of age **AND** possess a current American Red Cross community CPR or equivalent certification.

SUPERVISION LEVEL IV: Wading pools less than 2,000 square feet - Must be at least eighteen (18) years old **AND** possess a current American Red Cross community CPR or equivalent certification.

SUPERVISING LIFEGUARD: Required when there are three (3) or more lifeguards at a facility - Must be at least eighteen (18) years old **AND** possess a current American Red Cross basic life support for the professional rescuer, CPR, or equivalent combination **AND** possession of a current lifeguard training certificate from a certifying agency (such as the American Red Cross, Boy Scouts, YMCA) acceptable to the State Health Commissioner; **AND** two (2) seasons of lifeguard experience.

Adopted: 09/12/84

Revised: 07/07/95, 09/22/99, 07/14/05

Title in promotional series: Recreation Attendant, Recreation Leader, Recreation Director