

**CITY OF OBERLIN JOB DESCRIPTION**  
**Recreation Group Leader**

<b>Title:</b>	Recreation Group Leader	<b>Department:</b>	Planning & Development, Recreation Division
<b>Supervisor:</b>	Recreation Superintendent; Recreation Coordinator; Site Supervisor	<b>Positions Supervised:</b>	Recreation Aides; Volunteers
<b>Status:</b>	Part-time	<b>Civil Service Status:</b>	Unclassified
<b>FLSA Status:</b>	Non-Exempt	<b>Exemption Category:</b>	N/A
<b>Bargaining Unit:</b>	N/A	<b>Pay Grade:</b>	Temporary, Seasonal
<b>Schedule:</b>	As assigned by Recreation Superintendent / Recreation Coordinator		

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General Statement of Duties:**

Assist in planning, implementation and leading of daily activities within Recreation Programs. May require some supervision and instruction of Recreation Aides and/or volunteers. Responsible for supervision of program participants. Responsible for supervising safe and appropriate play activities. Responsible for maintaining facilities and equipment. Required to assist with other events sponsored by the Oberlin Recreation Division (i.e. tournaments, festivals and community events). May be required to assist in the operation of concession stand. As a representative of the Oberlin Recreation Division, a uniform will be provided along with a work identification (ID) badge, which must be worn during working hours at all times. Will perform other duties as assigned.

**Minimum Qualifications:** Must possess a High School Diploma or equivalent and have at least one or more years experience working with children, adults, and/or seniors, or an equivalent combination of education and experience that provides the skills and abilities necessary to perform the job. Must have experience with a wide variety of recreational activities. Must have the ability to work with and motivate people. Must possess a genuine interest in the well being of children, adults and seniors. Must be available to work weekdays, evenings and weekends, as assigned. Well-organized individual with the ability to work with a diverse population (must be able to exhibit respect for and sensitivity to all children, parents, and staff, in respect to their culture, disabilities, socio-economic background, sex, sexual orientation, religion, etc.).

The position requires proof of current certification in CPR and First Aid (which may be obtained during on-the-job training). Applicants under 18 must provide work permit. The position may require successful completion of additional pre-employment procedures. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

**Supervision:** Works under the supervision and direction of the Recreation Superintendent, Recreation Coordinator and/or Recreation Site Supervisor. May exercise supervision over Recreation Aide(s), and/or volunteers, as assigned.

**Job Duties:** *(Essential functions are identified by an “\*”)*

- Plan, lead and teach various activities including, but not limited to, art, crafts, science, games, sports, theater, and music as directed by Site Supervisor \*
- Clean and set up all program areas, and clean and store equipment/supplies after completion of activities (may include sweeping and spot mopping, checking and cleaning bathrooms, wiping down and picking up materials on tables, etc.)\*
- Keep Recreation Site Supervisor informed of materials and supplies necessary to conduct programs\*
- Conduct regular safety checks of your area, and immediately report any problems that need to be corrected to your supervisor\*
- Maintain safety of children at all times\*
- Render first aid in case of injury\*
- Supervise and actively participate in group activities and serve as a positive role model for children at all times\*
- Work closely with other staff in an enthusiastic, cooperative and supportive manner, creating a team oriented environment
- Communicate effectively with co-workers, parents, and supervisors
- Assist in implementation of discipline plans with children
- Assist in the planning and implementing of daily activities
- Assist with the preparation and maintenance of required reports
- Attend required staff training and other meetings
- Possess the ability to move to a variety of sites as needed, and to work with staff as assigned by the Recreation Superintendent, Recreation Coordinator and/or Recreation Site Supervisor\*
- Represent the City of Oberlin Recreation Division in appearance, professionalism, and integrity\*
- Other duties as assigned

**Required Knowledge, Skills and Abilities:**

- Knowledge of the Recreational Program daily functions
- Ability to anticipate problems or issues
- Ability to establish and maintain effective working relationships with supervisor(s), co-workers, other City employees and members of the public
- Ability to provide effective customer service
- Ability to define problems, recommend effective solutions and draw valid conclusions
- Ability to communicate effectively
- Ability to demonstrate initiative in work environment

**Specialized Knowledge, Skills, and Abilities:** The Recreation Group Leader will be assigned to one or more programs, which require unique sets of knowledge, skills and abilities (KSAs). These KSAs can generally be acquired through on-the-job training, which occurs after the employee is hired.

**Licenses and/or Certifications:**

- Valid American Red Cross Certification in First Aid and CPR, or equivalent

**Work Environment and Equipment Utilized:** Work is performed in both indoor and outdoor environments, and may be noisy at times. Work requires active participation in program activities, with varying degrees of physical exertion. The employee may be required to sit or stand for extended periods of time, and perform routine physical tasks such as bending, squatting, lifting (<20lbs.) and reaching.

\_\_\_\_\_  
Employee Signature/Date

*Wanda Davis* 2/20/15

\_\_\_\_\_  
Human Resources Signature/Date

*[Signature]* 2/20/15

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Appointing Authority Signature/Date

\_\_\_\_\_  
Supervisor Signature/Date

*[Signature]*

\_\_\_\_\_  
Law Director Signature/Date

Reviewed by Civil Service Com.: \_\_\_\_\_

Reviewed by City Council: \_\_\_\_\_