



**JOB DESCRIPTION**

**Recreation Lead**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor’s degree in Recreation Management or a closely related field and two years of experience working in a supervisory capacity or an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Certified Pool Operator within 6 months of hire

Possession of a valid driver’s license.

**Required Knowledge of:**

- Principles and practices of administrative management
- Principles and practices of effective employee supervision.
- Principles and practices of recreation/aquatic planning and programming.
- Principles and practices of project management.
- Laws and regulations governing recreation/aquatic programs and activities.
- Uses and applications of personal computers and various software applications.

**Required Ability to:**

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Provide a high level of customer service.
- Conduct research.
- Coach, supervise and train employees.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

**Physical Demands / Work Environment:**

- Work is performed primarily in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds.

| Classification | Adopted | Revised   | Retitled | Class Code / Range | FLS Designation | Step |
|----------------|---------|-----------|----------|--------------------|-----------------|------|
|                |         | 2/13/2018 | Updated  |                    |                 |      |
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APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_