

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			
		07/2019		17	Non-exempt	

APPROVED: Human Resources

DATE: 8/21/2019