



POSITION DESCRIPTION

Position Title:	Recreation Leader II
Level / Grade:	A2 / 2
FLSA Status:	Non-Exempt

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the position is to organize, supervise, and lead community and student recreation activities and/or athletics programs. Employees in this classification perform at lead staff level and are responsible for providing a safe recreational environment for the assigned community programs, youth activities, and/or special events provided by the City. Position is distinguished from that of Recreation Leader I by the degree of accountability of the work, and greater latitude in exercise of independent judgment concerning assigned duties. Employee works with independence and initiative within established policies and procedures. Performs other duties as dictated by the nature of the program.

ESSENTIAL JOB FUNCTIONS

Because it is difficult if not impossible to present a finite list of every possible function to be performed by employee, the City of Wilton Manors reserves the right in its sole and absolute discretion to modify and update this job description and to ask employee to perform tasks beyond the duties presented herein. In the event a change is necessary to update the essential functions of the job, the City will provide as much notice as practicable to the employee.

- Supervises assigned facilities and ensures the safety and cleanliness of recreational equipment and teaching materials are maintained.
- Confirms participant attendance in the various programs.
- Plans, organizes, and supervises various community activities, programs, and special events.
- Reports any repair or maintenance issues to the appropriate personnel; e.g. leaks, damaged equipment or facilities, dangerous hazards.
- Supervises participants on sports and recreational facilities and in classroom/study activities.
- Operates City vehicle to and from various special events and recreational facilities.
- Organizes and supervises various arts and crafts projects.
- Performs light custodial duties; e.g., maintains recreation equipment, maintains cleanliness of facilities, performs set up and break down duties for activities and special events.
- Receives and documents monies; operates cash register.

RECREATION LEADER II

- Orders and purchases supplies for various activities and events as needed.
- Oversees customer relations; provides community members with information on various programs and activities.
- Reproduces and distributes marketing materials for the general public in Wilton Manors; e.g., communities, schools.
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Any combination of training and experience which would provide required knowledge, skills, and abilities are qualifying. A typical way to obtain the required qualifications would be:

High school diploma or GED; supplemented by one (1) to two (2) years responsible experience within a similar community or recreational environment; or an equivalent combination of education, training, and experience.

Wilton Manors is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Wilton Manors will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.