

CLASS CODE: 20520

CLASS TITLE: RECREATION LEADER (PART-TIME)

PURPOSE OF CLASS: Under general supervision of the Parks & Recreation Coordinator, this position is responsible for instructing and developing fitness classes for all segments, groups, ages, and interest levels of the community. This is a permanent part-time position. Pursuant to the Town's Organizational Chart, this position reports directly to the Parks & Recreation Coordinator.

PRIMARY TASKS:

- Organizes and effectively leads recreation programs.
- Enforces all facility policies, rules and regulations.
- Relays all safety, participant or other concerns to management.
- Maintains program equipment.
- Prepares monthly reports.
- Performs other duties as assigned.

WORKING CONDITIONS:

- Working conditions for this position will consist of inside and outside work environments.
- This position requires a flexible working schedule. Some instruction will need to occur outside of normal business hours (Monday through Friday 8:00 AM to 5:00 PM) due to classes being scheduled at times convenient to the community, which would result in possibly working evening and weekend hours.
- Must be able to lift up to 30 lbs.
- Must possess visual acuity, hearing, touching and the full use of arms, hands and fingers to compile computer data and statistics, and to perform clerical task operating a computer terminal.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of exercise safety, alignment, muscular movement, etc.
- Knowledge of department operations, policies, processes, procedures, and services sufficient to respond to general inquiries from the public.
- Knowledge of common office practices and procedures; knowledge of filing, reporting, and record keeping.
- Knowledge of citizen involvement techniques and processes.
- Ability to apply written and verbal communication skills for positive public interfaces, staff and operational effectiveness, and document requirements.
- Ability to establish and maintain effective relationships with the general public, program participants, and other employees.
- Ability to lead short term and long term exercise classes.
- Ability to exercise sound and independent judgment within general policy guidelines.
- Skill in interpersonal relations, conflict resolution, and dealing with the general public.
- Skill in oral and written communications.

EDUCATION AND EXPERIENCE

- Requires High School Diploma or GED or equivalent.
- Prior experience teaching and/or developing recreation programs.
- Must possess a valid North Carolina driver's license.
- CPR/First Aid certified preferred or ability to obtain.

Approved & Adopted by the
Town of Burgaw Board of Commissioners

Date: _____