



## RECREATION LEADER II

### **General Definition of Work:**

Performs intermediate support work involving a variety of activities, rentals, marketing and events related to recreation department and facilities; does related work as required. Work is performed under regular supervision of the Recreation Facility Coordinator.

### **Essential Functions/Typical Tasks:**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Responsible for assisting in developing, creating, staffing, scheduling and planning of special events, rentals
- Assist in obtain community partners that support programs and events through sponsorship, volunteering and/or promotion
- Assist in program and facility marketing that may include social media, press releases, print material, advertising, and website content
- Responsible for assisting in various recreation programs and activities.
- Coordinate scheduling and work for part-time employees and volunteers at special events
- Responsible for the coordination and implementation of facility rentals, and or facility oversight  
Performs other duties as assigned.

### **Knowledge, Skills and Abilities:**

Knowledge of the principles, practices and philosophy of Recreation, event planning, marketing and facility maintenance. Ability to plan, organize recreational activities and events; ability to develop community participation and interest in recreation activities and events through an active public relations/marketing initiative; ability to prepare clear and adequate reports and to maintain good records.

### **Education and Experience:**

AA and/or Bachelor's degree preferred. Two (2) years' experience in organized recreation work, event planning, marketing or an equivalent combination of experience and education.

### **Physical Requirements:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions.

### **Special Requirements:**

Possession of an appropriate driver's license valid in the State of Florida. Possession of first aid and CPR certification or ability to obtain within six months.

Pay Grade: 114 Status: Non-exempt, CWA Revised: January 2019
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