

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**ASSISTANT RECREATION LEADER**

Civil Service Status: Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period: At Will/Hourly	Approved by City Council: 6-1-09
Classification Series: Parks and Recreation	Resolution No.: 2009-72
FLSA Status: Non-Exempt/Seasonal	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction of the Recreation Coordinator and Recreation Leaders, this entry level hourly position assists in organizing, and supervising public recreation activities at such locations as park buildings, playgrounds, or other assigned areas; supervise and monitor park and recreation facilities to insure rules and regulations are followed; act as a liaison to the public to answer any questions and provide service to the public; may be required to work a variety of hours including mornings and/or late afternoons, evenings, weekends and holidays; and perform other related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assist in conducting after school, vacation and special holiday programs of recreation for children, youth and adults;
- Assists in conducting and supervising free play and team activities of adults and children in outdoor and indoor play areas;
- Assists employees assigned to the area during vacation and holiday periods;
- Assists in supervising of preschool recreation programs;
- Supervise overall activities of playground or other sites;
- Monitors parks and recreation facilities to insure rules and regulations are followed and customers questions are answered;
- Observes and monitors activities of participants to ensure that park rules and regulations are followed;
- Perform activity set-ups and take down involving decorating and moving tables, chairs and equipment;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Recreation planning; the equipment, facilities, operation and techniques used in a community recreation program.
- Basic customer service principles;

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**Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

**Ability to:**

- Develop, coordinate, and direct various activities involved in a community recreation program, supervise and monitor games and team activities;
- Establishes and maintain effective working relationships with employees, supervisors, participants, instructors and the general public;
- Provide good customer service to the public using the Department of Parks and Recreation services;
- Able to lift and move tables, chairs and other equipment;
- Able to stand or sit for long periods of time;
- Able to bend stoop, kneel, twist or turn body as needed to perform certain duties of the job;
- Able to work days, nights, weekends and/or holidays as needed;
- Handle confidential information with discretion;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification;

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. If under eighteen (18) years of age, a work permit must be obtained from the school or school district office, unless graduated.

**Experience:**

Six (6) months experience, paid or volunteer, in the recreational field or in a customer service position is desirable.

**License or Certificate:**

A valid California Class C Driver's License and a satisfactory driving record, may be required depending upon assignment, possession of or ability to obtain.

**Desirable Qualifications:**

Ability to Speak Spanish

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.