

**City of Yukon - General Employees Pay Plan  
Recreation Leader I  
Job Description**



**Exempt:** No  
**Department:** Parks & Recreation  
**Reports To:** Center Supervisor  
**Location:** JCG or YCC  
**Safe Sensitive:** Yes  
**Date Prepared:** May 26, 2021  
**Date Revised:** August 12, 2021

*This classification is a safety-sensitive position as defined by the United States Department of Transportation drug and alcohol testing regulations and/or the Oklahoma Standards for Workplace Drug and Alcohol Testing Act. As a safety-sensitive classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana certification will not excuse you from the testing process, or the consequences of testing positive for marijuana.*

**GENERAL PURPOSE**

Under general supervision, the Recreation Leader creates and facilitates quality programming for all members of the community. The Recreation Leader performs a variety of manual, clerical, and routine leadership functions pertaining to program implementation, customer service, and facility maintenance.

**ESSENTIAL FUNCTIONS**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, program-specific duties.*

- Provides and assists with the delivery and development of recreation programs; programs include adult and children's programs, recreation and skills classes, special events, community activities, sports programs and other activities. Answers questions from and provides information to, the public concerning Parks & Recreation programs, activities and special events.
- Monitors participation in recreation programs and events, make corrections as needed under guidance from supervisor and policy, keeps supervisor informed of program specifics and needs.
- Assists in the preparation of equipment, and venues, for daily use, activities/programs and events; maintains facility cleanliness on a daily basis; communicates effectively with general public, community resource agencies, and other organizations in order to conduct program activities; signs out & in keys & other equipment; assists with special projects and special events as directed and when required by department leadership.
- Accepts payments and schedule reservations for City rental properties/facilities; Accepts program registration paperwork; receives funds for registration and appropriately compiles registration and revenue paperwork according to direction and city policy.
- Ensures all Yukon Parks and Recreation facilities are clean, and safe, at all times.
- Adheres to departmental policies and procedures for efficient and safe operations.

- Enforces rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior, resolve issues, monitors program activities, and assists participants in recreation activities and special programs under guidance from supervisor and policy. Responds appropriately to injuries or other emergencies in the workplace.
- Reports and resolves complaints, requests, safety conditions, security issues and illegal activities.

## **PERFORMANCE STANDARDS**

*The City of Yukon Parks and Recreation Department ensures all employees are aware of the expectations that coincide with their current position, and the associated job description. The Yukon Parks and Recreation Department define performance standards as observable behaviors and actions which explain how the job is to be done, and the subsequent results that categorize acceptable job performance.*

- **Safety**
  - Adheres to all City, and Department policy regarding facility safety found in the employee handbook.
  - Ensures all participants are able to move around Parks and Recreation facilities free of hazards and behavior that is not compliant with safety regulations.
  - Understands emergency procedures and is able to locate all emergency exits.
  - Able to recall the emergency and non-emergency phone numbers for the YPD without hesitation.
  - Ensures all hazardous materials are locked in storage when not in use.
  - Ensures all storage closets are locked when not in use.
- **Punctuality**
  - Arrives to work on time and completes opening duties within 15 minutes of shift.
  - All lunch breaks are no more than one (1) hour in length
  - Arrives to Special Events on, or before, stated start times.
- **Customer Service**
  - Consistently conveys friendly, helpful, professional manner.
  - Provides accurate information.
  - Demonstrates a customer service orientation.
  - Ensures front desk is organized and staffed when absent, or on designated breaks.
  - Has a current understanding of program catalogues and seasonal Parks and Recreation programs/services.
- **Phone Manners/Etiquette**
  - Answers with departmental standard greeting, and friendly demeanor.
  - Speaks clearly and distinctly.
  - Uses all functions of phone (hold, transfer, etc.) in knowledgeable and timely manner.
  - Takes messages accurately and completely.
  - Replies to all phone messages within 24 hours or reception.

- **Facility Cleanliness**

- Ensures all cleaning duties are completed on a daily basis
  - Opening and closing duties are performed and completed as defined in the facility handbook.
  - Front foyer must be swept and mopped
  - Front entrance way vacuumed and swept
  - All garbage receptacles are monitored, and taken out if full
  - Front windows are cleaned.
  - Weight room is swept and mopped
  - Hallways are swept and mopped
  - All garbage removed from the facility
  - Wipe front desk down with disinfectant wipes
- At the completion of classes/programs, all equipment is returned to proper storage closet and area cleaned.
- Facility is monitored every three (3) hours in order to maintain professional appearance.
- Maintains files
  - Keeps files in organized fashion so that materials are easily located.
  - Refills material within 1/2 day of return/change.
  - Checks out files as requested, using proper forms and "file locator tabs."
- Duplicates materials
  - Accurately duplicates materials within 4 hours of receipt or as requested.
  - Collates and staple materials to assure professional appearance.
  - Notifies staff/supervisor of completed orders.
  - Maintains machine, resolve problems and contact service personnel as needed.
- Innovation and Creativity
  - Contributes new ideas on how to improve programs/services, operations.
  - Regularly asks the public how we can improve.
  - Does research, and keeps up-to-date on new technology, methods of service.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Completion of High School diploma or G.E.D.
- Graduation from a four year college or university with a Bachelor's Degree in Recreation, P.E. or a closely related field, or any equivalent combination of education and experience, is required.

### Special Requirements

- Certification in first aid, CPR

### Necessary Knowledge, Skills and Abilities

- Basic knowledge of office equipment such as computers, printers, fax machines, copiers, televisions, monitors and other small, miscellaneous office equipment.
- Basic knowledge of sporting equipment, and popular games/activities.
- Basic knowledge of data entry, and typing at least 25 words per minute.
- Ability to work with the public and possess excellent customer service skills.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

## TOOLS & EQUIPMENT

- Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in fitness programs and swimming pools.

## PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee occasionally works near moving mechanical parts, large groups of people and sporting/cleaning equipment of differing sizes. The employee will typically work inside, but may be exposed to wet and dry conditions, sun exposure, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

I, \_\_\_\_\_ have read and understand that this job description for **Recreation Leader I** is a guideline to perform the essential duties and responsibilities that are listed. I understand that these duties and responsibilities may increase or decrease during the course of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date