



PARKS & RECREATION LEADER

Department:	Public Works - Parks & Recreation	Revised Date:	April 2016
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GENERAL PURPOSE: Under general supervision, organizes, conducts and supports recreation programs and activities for the Town of Camp Verde Parks & Recreation Division.

PRIMARY DUTIES AND RESPONSIBILITIES:

*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, position-specific duties.*

- Performs delivery of programs, events and activities for the Parks & Recreation Division; identifies and resolves problems within scope of authority; coordinates work groups, coordinates detailed schedules, and oversees event activities; meets with participants to resolve technical and administrative issues; monitors expenditures; maintains program records and files; prepares special and recurring reports.
- Ensures clean and safe recreation venues and events, ensures adherence to policies and procedures for efficient and safe operations. Enforces rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior, resolves issues, monitors program activities, and assists participants in recreation activities and special programs. Responds appropriately to injuries or other emergencies in the workplace. Reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Sets up and takes down equipment and prepares venues for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to conduct program activities; assists with special projects and special events as directed.
- Monitors the use and maintenance of recreation facilities, equipment and materials; inspects facilities and grounds, and reports conditions needing repair or maintenance; produces work orders and coordinates with maintenance staff to assist with requests like setting up gym, turning on electric power, etc., as they relate to facility use.
- Accepts & schedules reservations for the use and rental of Town facilities; receipts associated revenues; signs out & in keys & other equipment, and completes appropriate paperwork & records.
- Accepts program registration paperwork; receipts funds for registration and appropriately compiles registration and revenue paperwork according to direction and procedures.
- Performs other related duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

None.

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This position has no managerial responsibilities.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent; AND one year of work experience which would prepare a person for this position; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

Must possess State of Arizona Driver's license.

Required Knowledge of:

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the Parks & Recreation Division.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.

Required Skill in:

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting a variety of technical instructions and program requirements.
- Working effectively with others to develop solutions for problems.
- Following safe work practices
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard office environment, as well as indoors and outdoors during all weather conditions at Town recreation facilities, venues and off-site locations and includes nights and weekends; required to perform moderate physical work, and lift and carry up to 50 pounds.