

ASSISTANT RECREATION LEADER

DISTINGUISHING FEATURES OF THE CLASS: This is the beginning level for work in the field of recreation and involves the performance of routine tasks under direct supervision.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in the conduct of basketball, bowling, badminton, volleyball, and table game leagues;

Assists in the conduct of socials, dances, tournaments and other special events;

Assists with the officiating at athletic contests;

Assists with the chaperoning of trips and other group activities;

Assists with the conduct of a program at a recreation center at other physical facility;

Assists with the instruction of children in games, sports, art and crafts, dancing, singing dramatics,
etc.;

Assists in the conduct of story-telling sessions, dramatics, parties, etc.;

Operates a movie projector;

Distributes and collects equipment;

Supervises the conduct of children's games and maintains order;

Administers first aid;

Makes up schedule for sports and special events;

Keeps records of attendance, activities, equipment, etc.;

Mark fields;

Maintains and repairs equipment.

ASSISTANT RECREATION LEADER**Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

TERISTICS: Participant's knowledge and familiarity with several types of sports, games and first aid; the ability to comprehend, remember and follow detailed instructions.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of two years of a four year high school course; or
- (B) An equivalent combination of training and experience.