



EMPLOYMENT OPPORTUNITIES CITY OF HUNTSVILLE

Department of Human Resources
308 Fountain Circle, Municipal Building-1st Floor
Huntsville, AL 35801
(256) 427-5240
<https://www.huntsvilleal.gov/government/jobs/>

**INVITES APPLICATIONS FOR THE POSITION OF:
Recreation Leader (Grade 7) (Temporary Part-Time)
Department: Parks & Recreation
*An Equal Opportunity Employer***

SALARY

\$ 12.67 Hourly

JOB #5062

OPENING DATE: 04/26/22

CLOSING DATE: 05/10/22 06:00 PM

NATURE OF WORK:

This is specialized work in organizing, leading and instructing recreation and sporting activities at a recreation facility or community center. Work involves responsibility for organizing and leading a variety of recreation and sports activities for diversified age groups. Work also involves setting up equipment and facilities for sports, recreation and special events and instructing participants. Work requires the use of tact and skill in dealing with patrons and in maintaining order and discipline. Work is performed under general supervision and is reviewed by a supervisor through conferences, activity reports and observation of performance. Assist in planning, implementing, scheduling, coordinating and promoting a variety of sports and recreation activities and programs for various age groups; assists in planning and scheduling special events and social activities; assists in conducting camps, clinics and workshops. Organizes, leads and coordinates sports and recreation activities for youth, young adult, and adult groups; teaches and instructs participants; meets and confers with youth athletic league representatives, and oversees and monitors youth athletic activities; promotes good conduct, sportsmanship and safety; maintains order and discipline; issues and collects sports and recreation equipment. Organizes and schedules arts and crafts and health and fitness activities. Schedules usage of the facilities; makes reservations, collects fees and issues receipts; sets up equipment for regular activities and special events; takes down and stores equipment; keeps the facilities clean and orderly; performs minor maintenance duties. Assists in recruiting, training, monitoring and evaluating volunteer workers, under the supervision of a Neighborhood Services Programmer. Prepares activity and attendance reports. Promotes and maintains a cooperative relationship with public and private agencies in the neighborhood. Requires regular and prompt attendance plus the ability to work well with others and work well as a team. Officiates for sports and games; teaches classes in absence of instructors; serves on youth councils; operates a van and transports participants to and from events; performs clerical tasks. Performs related work as required.

Physical and Environmental Factors:

Work requires frequent physical effort such as sitting, standing, walking, running, bending, stooping, kneeling, climbing and lifting light to moderately heavy objects. Work also requires physical dexterity in the frequent use of hand-eye coordination and manipulative skills using fingers, limbs or body in leading athletic activities and operating vehicles and equipment. Work is performed both indoors and outdoors. Work exposes employee to potential communicable diseases and bloodborne pathogens, inclement weather, physical hazards, and chemical hazards.

Minimum Education, Training and Experience:

High school diploma from a school accredited by a regional accrediting agency recognized by the U.S. Department of Education or GED certificate issued by the appropriate state agency and some experience in an organized recreation program; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities. Knowledge of group recreational planning and supervision, and the rules and regulations governing various competitive athletic games. Some knowledge of public recreation philosophy and objectives. Ability to assist in planning, organizing and scheduling diversified recreation activities for all age groups. Ability to organize, schedule, lead and instruct a recreational and social activities. Ability to communicate clearly and effectively, both orally and in writing, and to keep records and prepare reports. Ability to meet and deal tactfully with the public, and to establish and maintain effective relationships with superiors, other employees and volunteers.

Necessary Special Requirements:

Valid Driver's License

Applicants May Obtain a Copy of the City of Huntsville's EEOP Short Form Upon Request