



JOB DESCRIPTION

Job Title:	Recreation Leader
Department:	Parks & Recreation
Reports To:	Recreation Manager
FLSA Status:	Non-Exempt
Supervision Exercised:	Recreation Officials
Prepared By:	Human Resources & Recreation Manager
Approved By:	Human Resources & Parks/Recreation Director, Recreation Manager
Revised Date:	07/2025
Salary:	\$18-\$22 per hour DOQ

Summary

The Recreation Leader will assist the Recreation Department staff with all programs and activities that the recreation department offers, such as youth sports, special events and clinics.

Essential Duties and Responsibilities

Assist Recreation Department staff with all programs and activities that Recreation Department offers; youth sports such as 3rd-6th Basketball, 3rd-6th Volleyball, K-2nd Basketball, Fall Adult Volleyball, special events and weekend programs. Assist/Supervise Recreation Staff in developing and distributing information for all recreation programs; fliers, letters for programs/activities. Assist with program registration, preparation and implementation of programs. Will supervise and work with athletes & officials on all aspects of each recreation program. Evening work expected to help with sports starting at 4:00 p.m. and finishing up at 8:00 p.m. Customer service with internal and external customers, answer any questions they may have about recreation programs or activities. Adheres to City of Craig Parks and Recreation program's philosophy. Abides by safety policies and practices set forth by the Recreation Department. Ensure safety of all participants enrolled in recreation programs. This includes receiving CPR, First-Aid and AED training. Ensures the correct equipment is distributed for recreation programs and or activities. Perform other duties as assigned.

Knowledge, Skills, and Abilities

Is familiar and knowledgeable with sports programmed by Parks and Recreation. Communication with both internal and external customers. Able to defuse and handle conflict. Teamwork oriented; works well independently or with others. Experience with computer software programs; Microsoft, Xcel, Word and Adobe Programs. Ability to prioritize work, manage multiple demands. Able to solve problems without direct supervision. Time management and organizational skills. Must have flexible schedule.

Education, Training, and Experience

Background in recreation or experience in a related field. Previous experience working with youth and/or younger students.