New Jersey
Civil Service
Commission

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification

RECREATION LEADER

DEFINITION:

Under supervision, leads, organizes and oversees recreational programs and activities for an assigned group; assists with activity planning, implementation and evaluation; does other related work as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class differ from Recreation Aide due to greater responsibility for planning and overseeing specific recreation program activities. Positions in this class differ from Recreation Supervisor due to greater involvement and participation in specific program activities.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

02996 - Bilingual in Spanish and English
SPECIAL SKILL
Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Leads, oversees and participates in recreational program activities in a recreation center or other facility.

Ensures program guidelines and safety practices are followed; immediately responds to potentially hazardous situations to avoid accidents or injury; reports all accidents to supervisor.

Instructs individuals and groups in area of specialty (e.g. arts & crafts, boxing, drama, senior citizen activities, sports, social recreation, etc.).

Assists with curriculum planning and developing specific activities; implements program plans and makes recommendations for new activities.

Demonstrates and explains the concepts, techniques, procedures, rules and regulations used in the recreation program.

Assists in directing tournaments, socials, dances, seminars and other special events.

Oversees assigned functional areas of the center such as the gymnasium, auditorium, athletic field, game room or handicrafts.

May perform field preparation duties for sports and other programs (e.g. baseball, softball, football, etc.)

Maintains inventory of supplies and equipment; ensures the proper use of equipment.

Prepares and maintains records and reports of plans, program activities, and attendance.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of safety practices and procedures as they relate to various recreational activities.

Ability to plan and conduct effective instructional tasks.

Ability to promote and organize recreation programs.

Ability to instruct, lead and motivate participants.

Ability to effectively organize program activities.

Ability to identify potentially dangerous or hazardous situations.

Ability to maintain discipline and enforce safety policies and procedures.

Ability to establish and maintain good working relationships with participants, associates and the public.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
02993		L	N		N/A	00		-
02996	Bilingual In Spanish And English	L	N		N/A	00		-

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

05/07/2011