

SHAWNEE COUNTY, KANSAS
Position Description
Recreation Leader (Recreation Division)

POSITION CONTROL NUMBER: Various

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position supervises the use of recreation equipment and facilities, intermittent and contracted employees. Assist in developing and managing a variety of programs, special events, and camps. Performs other duties as assigned. This position is supervised by the Recreation Division supervisors.

WORK PERFORMED.

25% Information Gathering. Use existing systems to gather information, process paperwork and enter data in appropriate databases, recognizing and adopting efficient organizational solutions. Tasks to include, but not limited to: data entry, scheduling, processing registrations and reservations, cash handling and information gathering relating to internal and external inquiries and communications.

25% Customer Service. Possess a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence. Ability to communicate clearly and professionally, both verbally and in writing. Strong decision making and analytical abilities. Strong communication/listening skills.

20% Implementation of Services. Develop, plan and coordinate, with the assistance of management, a wide variety of services, which may include: asset management, center programming, sport activities, trail maintenance, promoting the department, ensuring amenities meet public expectations and more.

20% Management of County Owned-Assets. Ensure that all county-owned equipment, parkland and facilities are maintained to current department standards. Monitor usage for compliance, safety and condition.

10% Other Duties as Assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Recreation activities and equipment.
- Kansas Department of Health and Environment Child Care licensing regulations.
- Federal, State and County laws, resolution, rules and regulations.

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Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Keep order and enforce department standards.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate various office equipment.
- Make change.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling		X			Bending			X		High Elevation		X		
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing		X			Lifting-20 lbs.		X			Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting-20 lbs.		X			Twisting		X			Cramped Body Position		X		
Pushing/Pulling		X			Squatting		X			Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing		X			LEGS/FEET					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision			X		Carrying		X			Irregular Surfaces			X	
VOICE					Climbing		X			Moving Objects		X		
Talking				X	Jumping		X			In High Volume Traffic			X	
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-20 lbs.		X			Temperature and Humidity			X	

EQUIPMENT USED

Personal Computer
Printer

Telephone
Office Furniture

Fax Machine
Laminator

Misc. Office
Equipment

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Recreation	15-Seat Passenger	Photocopier
Equipment	Van	Truck

MINIMUM QUALIFICATIONS

- Four (4) year Degree from an accredited college, university or vocational school in a related field
or
- High school diploma or GED certificate with two (2) years progressively responsible work experience in a related field may be substituted for the Degree.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).

Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

SPECIAL REQUIREMENTS

Required to pass a pre-employment physical/drug screen and a review of driving record.

Required to lift twenty (20) pounds.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 04/16

Revision History: 10/16, 09/22