

**CITY OF STUART
JOB DESCRIPTION**

Title: PROGRAM LEADER

Department: Public Works

Division: Community Services

Job Code: 5015

Grade: H07

Exempt Status: Non-Exempt

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Community Services Division Supervisor, incumbent is responsible for planning, organizing and supervising recreational programs. This includes but is not limited to community interest classes, cultural programs, special events and sports/wellness activities. The incumbent may conduct, participate and/or supervise leisure activities for all ages. Work is reviewed through observation and/or written reports for conformance to the center's rules and established policies.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Leads in the planning, promotion, organization, scheduling and leading activities for youth and adult programs.
2. Leads in the direction and supervision of free play and team activities of children in outdoor/indoor play areas; teaches rules and playing skills of standard team and individual games and activities.
3. Assists in the supervision of after school activities, summer programs, school breaks and holiday camps, including but not limited to field trips.
4. Maintains safety and health standards at all times while encouraging healthy and safe behavior; provides basic first aid and guidance to children.
5. Communicates and responds to inquires regarding the department, use of facilities, programs and leisure activities.

Part-time Recreation Leader
March 2000
Revised November 2000
Revised June 2001
Revised October 2002
Revised October 2009
Revised August 2011

Program Leader Community Services - continued

6. Maintains records of attendance, programs, activities, equipment and supplies.
7. Recommends and/or drafts the writing of reports and requisition forms for supplies; reports needs for repair or maintenance work to building, equipment or facilities.
8. Prepares snacks/food for participants and files claims for payment of food service.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or equivalent with two (2) years of experience in Recreation programming.

Must possess a valid Florida Driver's License.

B. Knowledge, Abilities and Skills:

Knowledge of the principles, rules, materials, equipment requirements, and organization of a variety of play and recreational activities, including low organized games, free play activities, team sports, art and handicrafts.

Knowledge of the principles and practices of first aid.

Ability to instruct, coach and supervise recreational activities as in camp counselors or as a participant in a variety of sports.

Ability to work irregular hours as necessary such as evenings and weekends.

Ability to identify and select activities suitable to individual and group needs and to instruct these activities.

Program Leader Community Services - continued

Ability to establish and maintain effective working relationships with employees, superiors and the public.

C. Physical Requirements:

Task involves frequent walking, at times over rough or uneven surfaces, sitting, stretching, pushing, pulling, bending, stooping, standing; some lifting and carrying objects of moderate to heavy weight (30-50 pounds); and/or the operation of vehicles, office equipment, keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

D. Environmental Requirements:

Task may require infrequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.

Task requires taste perception and discrimination.

Task requires visual and color perception and discrimination.

Task requires oral and written communication abilities.

Task requires odor perception and discrimination.

Task requires texture perception and discrimination.

Task requires depth perception and discrimination.

Program Leader Community Services - continued

Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee