



## MERCEDES RECREATION CENTER JOB DESCRIPTION

**TITLE:** Recreational Leader

**GENERAL FUNCTIONS:** Under the supervision of the Center Director, he/she will assist in the implementation, evaluation of program activities.

**KNOW HOW:**

- . Communication skills
- . Supervisory skills (in relations to children)
- . Knowledge of program development
- . Able to administer first aid

**ESSENTIAL FUNCTIONS:**

- . Ability to be a **positive role model** for center members.
- . Manage youth group programs & additional duties:
  1. Youth Leagues
  2. Membership Registration & Pool Rental Booking (Money Collection)
  3. Swimming Pool Maintenance
- . Responsible for addressing developmental needs, interest, and characteristics of youth according to age grouping.
- . Demonstrate ability to develop cooperative relationships with center members.
- . Monitor and make, on the spot corrections and or advice the program director of any violations of center rules and regulations.
- . Responsible for issuing equipment needed to run a specific program.
- . Secure equipment left out by participants.
- . Assist the program coordinator on making recommendations for programs, activities and outings.
- . Responsible in maintenance of work area (housekeeping) and equipment.
- . Maintain order and discipline during activities.
- . Responsible for monitoring not just your particular area but surrounding areas.
- . Perform other duties as may be assigned by the Center Director.

**END RESULT:** Insure that all center programs meet the needs and interest of all its members.

**I agree to the following job duties as part of my employment for the City of Mercedes.**

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**Staff**

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**Richard Morin, Center Director**