

OPEN UNTIL FILLED



**LAUDERHILL HOUSING AUTHORITY
CLASS DESCRIPTION, 2010**

POSITION TITLE: RECREATION LEADER

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to provide clerical and general support for recreational activities in Lauderhill Housing Authority (LHA) recreation facilities, and supervise others in same. Employees in this classification perform supervisory, clerical and recreational support work. Position is responsible for performing minor maintenance of equipment, answering questions from public, maintaining records, opening/closing facilities, supervising subordinates, and other general support activities. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Opens and closes recreation facilities; prepares facilities and equipment for public use; reports any problems to supervisor.

Performs supervisory functions such as training, scheduling, assigning work, setting standards, reviewing work, counseling, and disciplining.

Answers phones; meets and greets facility users, answers questions and addresses concerns.

Monitors activities; enforces rules and regulations; administers first aid for minor injuries.

Manages office; maintains files and records; collects and receipts for money.

Assists and advises customers on proper use of equipment and safety issues.

Maintains supplies and materials; performs light maintenance and custodial duties.

Prepares periodic reports and logs documenting activities and events.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are logical assignments to the position.

MARGINAL FUNCTIONS

RECREATION LEADER

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by up to two (2) years previous experience and/or training; or an equivalent combination of education, training, and experience; Bachelor's degree may substitute for previous experience and training.

SPECIAL REQUIREMENTS

First Aid / CPR certification preferred
Valid Florida State Driver's License

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate, and/or tabulate data and/or information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires ability to carry out detailed but uninvolved written or oral instructions. Involves routine work according to clearly prescribed standard practices, with some latitude for independent judgment.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks may involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of

RECREATION LEADER

standing, stooping, kneeling, and lifting, and the occasional duties of carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds);

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to temperature extremes, strong odors, toxic agents/chemicals, smoke, wetness, humidity, animals/wildlife, disease and/or pathogens, violence, bright/dim light, noise extremes, vibrations, machinery, and dusts or pollen.

The Lauderhill Housing Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Lauderhill Housing Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

DEPARTMENTAL USE ONLY

Classification: Part-time

Grade: 7

Salary Range: \$10.85 per hour

