

**PLEASE POST FOR ALL APPLICANTS TO READ**  
**Macon Bibb County Government**

<b>POST DATES:</b> 03/08/2017 until Filled	<b>EEOC CODE:</b>	<b>CLASS CODE:</b>
<b>CLASSIFICATION TITLE:</b> Recreation Leader (Part Time)		
<b>JOB CLASS (GRADE):</b> N001		<b>HOURLY RATE:</b> \$10.03
<b>LOCATION:</b> Recreation/Administration		<b>WORK HOURS:</b> Varies
<b>DEPT. HEAD:</b> Reginald Moore		<b>WORK WEEK:</b> Varies

**(X) REPLACEMENT    () NEW REQUIREMENT**

**JOB SUMMARY**

Performs responsible work assisting with the supervising and conducting of leisure activities at an assigned recreation facility.

**DUTIES AND RESPONSIBILITIES**

- Assists in conducting and supervising parks/recreational activities at an assigned park.
- Assists in supervising and coordinating the use of facilities at an assigned park.
- Demonstrates, teaches, and leads parks/recreational activities.
- Assists in supervising assigned personnel.
- Assists in keeping records and making reports.
- Assists in the reporting of maintenance and safety problems.
- Assists in collecting and reporting fees and charges.
- Assists in insuring that all safety procedures are followed.

**MINIMUM QUALIFICATIONS**

- High school graduate, or equivalent GED with one (1) year or more successful full-time working experience in parks/recreational activities.
- Any equivalent combination of education and experience acceptable to the appointing authority.
- Knowledge of parks/recreational activities.
- Knowledge of parks/recreational facilities.
- Basic working knowledge of personal computers and the ability to operate word processing and database software programs to keep simple records, as required.
- Ability to work with various age groups.
- Ability to work with various sized groups.
- Ability to keep accurate records.
- Ability to supervise subordinates when applied.
- Effective written and oral communication skills.
- Ability to maintain effective working relationships with fellow employees and with members of the general public.

## **WORKING CONDITIONS**

- Works both in a temperature controlled office environment and outside as required by the job.
- Work involves sitting, standing, stooping, bending, climbing, lifting light objects.
- May be required to work beyond normal hours during inclement weather or other emergency situations.

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

### **LANGUAGE SKILLS:**

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, co-workers, and the general public.

### **MATHEMATICAL SKILLS:**

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

### **COMMUNICATION SKILLS:**

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, the general public, and public officials, often involving problem-solving circumstances.

### **REASONING ABILITY:**

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light-to-medium demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representatives of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area, although the incumbent is occasionally required to work outdoors and is exposed to inclement weather conditions.

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*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office **or** complete the General Application located at [www.maconbibb.us](http://www.maconbibb.us). Applicants who are not selected to fill the position will be notified by mail. Position postings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have the opportunity to apply.*

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**