

City of Socorro Job Description

Job Title: Recreation Leader I, II, III	Department: Recreation Centers
FLSA Status: Full Time – Non Exempt	Salary: \$13.10 -\$18.31
Approved: 09/15/2022	Last Revised: 09/15/2022

Position Summary

Under general supervision, assists and support in daily center operations.

Duties, Functions and Responsibilities:

- Greet public and direct to appropriate activities. Answer phones. Provide information regarding facilities.
- Support the administration and operations of recreation center facilities.
- Register participants for programs and activities.
- Collect and accept fees for programs, activities, and prepare receipts.
- Determine the appropriate activities for age or interest groups.
- Enforce safety and sanitation regulations.
- Monitor facilities and report incidents to immediate supervisor.
- Coordinate emergency procedures and provide first aid in emergency situations.
- Monitor equipment usage and care, including signing in and out city equipment.
- Inspect materials and equipment to detect defects or malfunctions.
- Maintain records such as attendance and equipment inventory.
- Drive clients to field trips.
- Implement and communicate work procedures and department policies to employees, volunteers and patrons.
- Monitor center employees/volunteers and activities assigned to center.
- Assist with special events sponsored by the Recreation Department.
- Oversee building including opening and closing facility, and performing some custodial duties as needed.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Recreation Leader I (Basic)

\$13.10 - \$14.77

Minimum Qualifications:

- A candidate must possess a high school diploma or GED preferred.
- Three (3) years of recreation experience preferred.
- CPR and Basic First Aid Certification within six (6) months of date of appointment.
- Food Handlers Certification within six (6) months of date of appointment.
- Requires the possession of a valid Driver's License.

Recreation Leader II (Intermediate)

\$14.87 - \$16.54

Minimum Qualifications:

- A candidate must possess a high school diploma or GED.
- Six (6) years of recreation experience.
- Begin Certified Park and Recreation Professional (CPRP).
- CPR and Basic First Aid Certification.
- Food Handlers Certification
- Requires the possession of a valid Driver's License.

Recreation Leader III (Advanced)

\$16.64 - \$18.31

Minimum Qualifications:

- A candidate must possess a high school diploma or GED.

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- Nine (9) years of recreation experience.
- Certified Park and Recreation Professional (CPRP).
- CPR and Basic First Aid Certification.
- Food Handlers Certification
- Requires the possession of a valid Driver's License.

Note: Upon reaching maximum salary level in each category; only COLA increases will be given.

Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Operates City vehicles safely and cautiously.

Physical Requirements:

- Must be able to lift a minimum of 30 pounds.
- Must be able to sit or stand for extensive periods of time.
- May be exposed to extreme weather conditions.
- Occasional driving in City traffic.

Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

Mayor

Date

City Manager

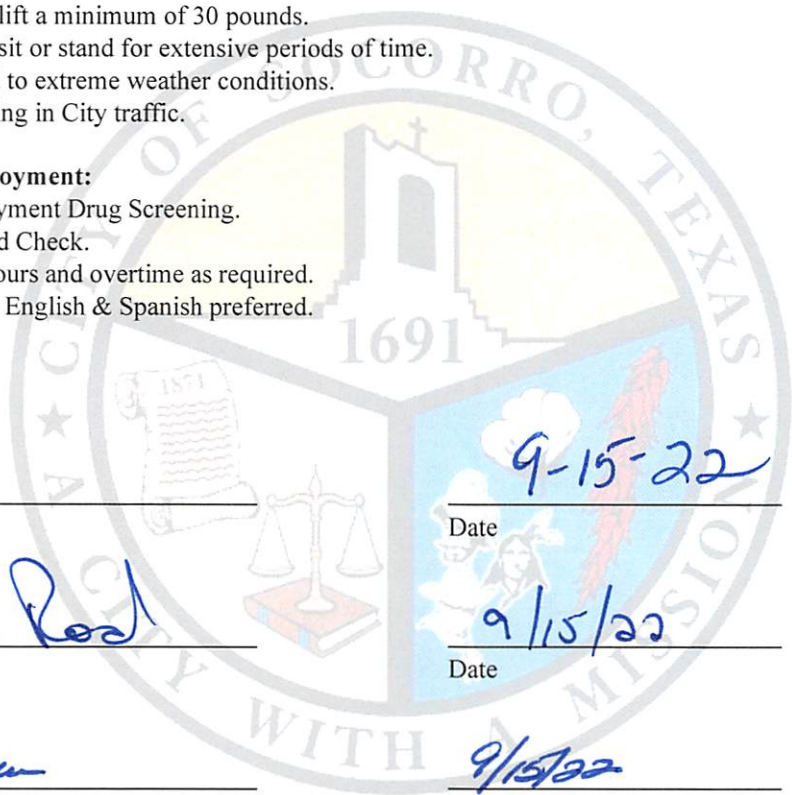
Date

Human Resources Director

Date

Employee

Date



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