

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**RECREATION LEADER I - 1565**

**DEFINITION:**

Under immediate supervision, to plan and conduct a variety of basic recreation programs at a community center or other recreation facility; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans, organizes, and teaches basic recreation classes such as tumbling, tiny-tots, sports camps, elementary arts and crafts, and others at a general orientation level;
- Plans and organizes the less complex special activities and events;
- Registers participants in classes;
- Teaches and coaches athletic teams;
- Publicizes recreation programs;
- Performs general staff functions such as registering persons in special activities, checking out equipment, answering inquiries, and providing information to the public;
- Enforces regulations;
- Opens and closes recreation centers and related facilities;
- Supervises the use and ensures the security of a recreation facility, and administers first aid;
- Provides information to the public;
- May lead the work of lower level staff;
- Maintains and prepares records and reports and collects fees;
- Processes program registration;
- Performs general maintenance tasks.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Minimum 16 years of age with a work permit, or 17 years of age with high school graduation or have passed the California High School Proficiency Examination (CHSPE) or General Education Development (GED) examination. 900 hours of recreation leadership experience; **OR** completion of 15 semester units or 22.5 quarter units of college-level course work in recreation management, tourism and hospitality, child and family studies, physical education, and/or a related field; **OR** an equivalent combination of education and experience as specified above.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**