



Office of Human Resources  
Activities Leader Certified - RG2109

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### General Statement of Duties

Provides advanced level instruction to participants in specialized recreation activities such as dance (ballet, square, ballroom, jazz, hiphop, and modern), scuba diving, boxing, gymnastics, quilting, outdoor (challenge) activities, sewing, oil painting (mix and multi-media), languages, computers, ceramics, bridge, therapeutic recreation, massage therapy, home crafts, etc.

### Distinguishing Characteristics

Activities Leader - Certified is a recreational instructor that provides specialized instruction with certification in recreation activities such as ceramics, oil painting, bridge, sewing, dance, or home crafts at the advanced level. Activities Leader - Non-Certified provides instruction to participants in organized recreational activities at the entry level.

### Level of Supervision Exercised

None

### Essential Duties

Instructs specific classes such as dance (ballet, square, ballroom, jazz, hip-hop, and modern), scuba diving, boxing, gymnastics, quilting, outdoor (challenge) activities, fencing, sewing, oil painting (mix and multi-media), languages, computers, ceramics, bridge, therapeutic recreation, massage therapy or home crafts that are advanced and require certification.

Prepares activity plans and pre-post plans and information materials needed to instruct the course.

Follows safety rules and regulations.

Assist participants in developing skills in the subject being taught.

Researches and keeps abreast of trends in field of specialty.

Maintains attendance records for classes and distributes and collects evaluations as requested.

Assists in arranging and planning special events.

Cleans work area as required.

Performs other related duties as assigned or requested

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Creative Thinking - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Teaching Others - Helps other learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### **Knowledge & Skills**

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Knowledge of the rules, procedures, skills, and/or materials of a specific recreation area sufficient to be able to effectively instruct individuals and groups and perform a variety of duties related to the work assignment.

Knowledge of teaching methods sufficient to be able to instruct organized recreational activities.

Knowledge of basic fundamentals and techniques in specialized recreation activities such as dance (ballet, square, ballroom, jazz, hip-hop, and modern), scuba diving, boxing, gymnastics, quilting, outdoor (challenge) activities, fencing, sewing, oil painting (mix and multi-media), languages, computers, ceramics, bridge, therapeutic recreation, and home crafts sufficient to be able to interpret rules and regulations and develop the participant's performance skills.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Skill in establishing and maintaining effective working relationships with other employees and the public.

Skill in incorporating new information and ideas into the work assignment.

Skill in coordinating and scheduling activities related to the work assignment.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative alternatives solutions, conclusions or approaches to problems.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Two (2) years of experience (paid or volunteer) as an instructor in an organized specialized recreation program with certification in specialized area as required.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

Certification in the specialized field as required.

Requires certification in CPR/First Aid prior to completion of probation period.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Potential exposure to cold temperatures, cold enough to cause bodily discomfort.

Potential exposure to hot temperatures, hot enough to cause bodily discomfort.

Personal safety: aware of surroundings, people and events.

Temperature Changes: variations in temperature from hot to cold.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transportation an object, usually by hand, arm or shoulder.

Color Vision: ability to distinguish and identify different colors.

Depth Perception: ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: performing work through using two or more.

Feeling: perceiving attributes of objects by means of skin receptors.

Field of vision: ability to adjust vision to bring objects into focus.

Field of Vision: ability to see peripherally.

Fingering: picking, pinching or otherwise working with fingers.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Hearing: perceiving the nature of sounds by the ear.

Kneeling: bending legs to come to rest on one or both knees.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Mental Demands: oral comprehension, spatial orientation, and written comprehension.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive Motion: making frequent movements with a part of the body.

Standing: remaining on one's feet in an upright position.

Talking: expresses or exchanging ideas by means of spoken words.

Vision Far Acuity: ability to see clearly at 20 feet or more.

Vision Near Acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot on uneven surfaces.

**Background Check Requirement**

Criminal Check

Employment Verification

**Assessment Requirement**

None

**Probation Period**

None

**Class Detail**

**Pay Grade: Z-123**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**