



City of Kansas City, Missouri Job Class Specification

Job Title: RECREATION LEADER

Department: PARKS &
RECREATION

Job Code: 4203

Status: NONEXEMPT

Grade: L-1

Summary

This is entry level seasonal and/or part-time work performed at resident or day camps, swimming pools and other aquatic or athletic activities and program units.

Work involves assisting with preparing, organizing and coordinating an assigned recreation unit, such as a major playground, resident or day camp unit or seasonal sports program. The planning and general program instructions are received from a technical supervisor regarding the specific program or unit to be administered

Duties and Responsibilities

- Stimulates interest in and directs a variety of competitive and non-competitive activities as directed.
- Stimulates interest in recreational sciences through presentation of designed programs as directed.
- Issues and collects playground and camp equipment such as nets, balls, bats, gloves and horseshoes; inspects equipment and recommends repair as necessary.
- Assists in the coordinating group activities designed to teach about recreational and nature sciences.
- Assists in the administration of a major playground and plans.
- Assist in serving as advisor, coach, or instructor for community groups formed to participate in a particular sports activity; assist organizing and directing tournaments or special programs featuring particular sporting activity.
- Maintains records of work activities and daily participation.
- Care for wildlife and associated exhibits at the Nature Center
- Assists with grounds keeping.
- Patrols and observes swimming pool areas; prevents ball playing, tag games, fighting and other infractions of rules around the pools.
- Performs related work as required.

Technical Skills

- Must demonstrate knowledge of a variety of recreation activities suitable for community groups of all ages and abilities; first aid methods and necessary safety procedures to be used in public recreation work.
- Must demonstrate ability to adhere to program standards and objectives outlined by professional supervisors; work with the public of all ages, social and economic levels in recreational and civic activities and athletic contests; assist in leading the public in games and less complex sports activities; refer disciplinary problems effectively to supervisor.
- Must demonstrate ability to perform addition, subtraction, multiplication and division of whole numbers and fractions.

Education and Experience

Must be at least 16 years of age

**Certificates/
Licenses/Special
Requirements**

- May be required to possess a valid State –issued driver’s license in accordance with the City of KCMO policies.
- Will be required to pass a preemployment drug screen and background check as prescribed by the City.

**Supervisory
Responsibility**

May act as a lead worker.

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

09/06

Revised

03/2020, 08/2022, 04/2025