

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Recreation Leader

GR: 101 **FLSA:** Non-Exempt

DATE: 11/25/2025

DEPARTMENT: Parks & Recreation

DIVISION: Recreation

APPROVED: _____

REPORTS TO: Recreation Superintendent or assigned supervisor

JOB CODE: 3080

GENERAL DESCRIPTION:

Under general supervision, performs a variety of tasks in support of recreational programs, including equipment and material deliveries, monitoring and assisting with the supervision of individual programs, team sports, event set-up and execution, customer service, office duties, and related duties as assigned. Work is of some complexity requiring individual judgment within prescribed standards and procedures.

TYPICAL DUTIES:

- Plans, organizes, coordinates, promotes, markets, and supervises year-round baseball activities for youth and adults, instructional programs, special events, athletics, camps, clinics, and other leisure programs; may instruct classes, and lead activities as needed; assists in coordinating and aiding with other Parks & Recreation athletic programs.
- Assists in setting up and maintaining Salina Fieldhouse facility for daily operations, rentals, events, and scheduled programs.
- Schedules use of, sets up, and/or monitors rental space and facilities to include Berkley Family Recreation Area for events, tournaments, programs, and related activities; communicates with community organizations; coordinates with field maintenance staff for use and upkeep of equipment and facilities; checks recreation and athletic equipment in and out; maintains inventory.
- Plans and conducts registration for recreation activities and rentals; registers program participants; supervises collection of fees and charges for activities; may perform cash handling functions.
- Participates in recruitment, hiring, and performance evaluations of part-time and seasonal personnel; plans, coordinates and supervises activities of staff, assigners, and coaches; evaluates program effectiveness; maintains routine attendance and participant progress records as necessary; evaluates performance of participants in instructional programs; keeps accurate records of operations.
- Performs basic clerical and administrative duties including data entry, record keeping, preparing and processing various documents, maintaining files and daily event logs.
- Answers questions and telephone inquiries; provides basic program information to participants and the public; verifies membership cards; and serves as public relations ambassador to participants, instructors, and the public.
- Assists in maintaining facilities by cleaning and sanitizing areas, sweeping and mopping floors, checking and restocking restrooms, arranging equipment, and any other general required maintenance duties; recommends necessary facility repairs or supply needs to the supervisor for activities & programs; may conduct field maintenance, such as lining fields, raking, and minor manual labor.
- Assists in the enforcement of rules, regulations, and safety precautions of municipal facilities; recognizes, avoids, and reports unsafe acts, conditions, accidents and injuries; maintains discipline at indoor/outdoor recreation facilities; instructs various departmental programs explaining the rules or techniques.
- Assists the Recreation staff with various tasks to help meet the program services goals; duties will vary according to job assignment.
- Works varied schedule, including potential nights, weekends and/or holidays.
- Performs overtime as required and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Supervises a group of part-time and seasonal workers. May supervise volunteers as needed.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- Associates degree or college courses in recreation administration or related field preferred but not required.
- Certification or ability to obtain certification as a Certified Parks and Recreation Professional (CPRP) desired.
- One (1) year work in recreation programming or athletics administration, including youth & adult baseball, or softball leagues & tournaments; one (1) year supervising, scheduling, & training part-time temporary/seasonal staff or volunteers.
- Experience coordinating facility rentals & working with maintenance & grounds on event setup.
- Proficiency with Microsoft Office computer programs, recreation registration, & POS software (e.g., CivicRec, ActiveNet, or RecTrac).
- Bilingual (English/Spanish) preferred.
- Must possess a valid Kansas driver's license.

RESIDENCY REQUIREMENTS: None.

ESSENTIAL JOB FUNCTIONS:

Knowledge of the rules, equipment, facilities, operations and techniques used in recreation programs; City policies and procedures; safety procedures; safe driving techniques; sound equipment and set; occupational hazards and safety precautions. (Daily)

Skill in using courtesy and respect in providing customer service; accounting for money and making change; communicating effectively in verbal and written form; instructing and supervising appropriate program activity. (Daily)

Ability to understand and follow verbal and written instructions; prepare routine records; establish and maintain an effective working relationship with participants, public, co-workers, and supervisors; work independently and use initiative within established guidelines. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand.

Walking: Moderate amount required.

Stooping/Bending: Frequently.

Stand/Sit: About 50 percent of the time.

Reaching: Moderate, overhead as well as horizontal.

Vision: Adequate to perform essential functions.

Color Vision: Adequate to perform essential functions.

Hearing: Adequate to perform essential functions.

Speech: Frequent need to express ideas and be understood.

Eye/Hand/Foot Coordination: Occasionally operates vehicles or equipment requiring moderate ability.

Manual Dexterity: Occasionally operates equipment requiring moderate ability.

ESSENTIAL JOB FUNCTIONS/EXPOSURES:

Inside/Outside: Work inside and outside.

Cold/Heat: Adverse conditions possible.

Wet/Dry: Adverse conditions possible.

Noise/Vibrations: Minimal exposure to equipment noise.

Hazards: Moderate exposure to chemicals, equipment, vehicles, sharp objects and height.

Fumes/Dust/Odors: Moderate exposure to dust; occasional exposure to fumes and odors.

Infectious Diseases: Low exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to communicate effectively, both orally and writing.

Ability to read and comprehend written material.

Ability to understand and apply mathematical concepts accurately.

Ability to evaluate and execute possible courses of action.

Ability to work under some stressful conditions and meet deadlines.

Ability to maintain accurate records.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Calculators, computers, computer software, fax machines, printers, scanners telephone, two-way radio, and vehicles.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all his/her duties.