



CITY OF BISHOP

COMMUNITY SERVICES

ACTIVITY LEADER

DEFINITION

The Activity Leader is responsible for assisting in organizing and leading activities for children registered to participate in a variety of City of Bishop programs. The Activity Leader will be assigned to facilities monitoring, and provide facilities oversight and set-up during scheduled activities. The Activity Leader is responsible for assisting the Program Leader in the organization and implementation of City of Bishop activities and programs. Activities include, but are not limited to arts and crafts, group games, and special events.

SUPERVISION RECEIVED AND EXERCISED

- May receive general supervision from the Program Leader, Recreation Supervisor, Recreation Coordinator, Community Services Secretary, and/or Community Services Manager.
- Exercises leadership over youth in City of Bishop activities.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Present professional appearance and attitude at all time, and maintain a high standard of customer service.
- Maintain a constant surveillance of patrons in the facility; act immediately and appropriately to secure safety of patrons in the event of an emergency.
- Assist in performing facility and equipment set-up, take-down, and housekeeping;
- Perform miscellaneous job-related duties as assigned.

QUALIFICATIONS

Ability to:

- React calmly and effectively in emergency situations.
- Follow written and verbal instructions.
- Communicate clearly and concisely, both orally and in writing.
- Maintain patience while working with children.

Experience and Training Guidelines

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

- Demonstrated knowledge of, and the ability to assist instructor.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires sitting and standing; working both indoors and outside with exposure to heat, sunburn, weather, odors, dust and pollen; may require moderate lifting up to 50 lbs.; carrying, reaching, twisting, stooping, pulling and pushing.
- The employee must have the ability to develop and maintain cooperative working relationships; remain composed and respond appropriately to difficult situations; recognize emotionally charged issues or problems, cope effectively with various responses and apply sound judgment in problem solving.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a typical school setting with fairly constant temperatures. The employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Council: February 24th, 2020