



Mooresville Parks and Recreation District

RECU Leader

Job Description

JOB TITLE:	RECU Leader
LOCATION:	1101 N Indianapolis Rd., Mooresville, IN
REPORTS TO:	RECU Site Coordinator and/or Recreation Coordinator
SALARY:	Up to \$14 per hour
TYPE OF POSITION:	Part-Time
STATUS:	Non-Exempt
HOURS:	Up to 25 hr per week

PRINCIPAL FUNCTION: To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties include, but are not limited to:

- Ability to work in a team environment.
- Maintains the mission, expectations, and stated guidelines for the RECU program.
- Ensures compliance with laws, rules, regulations, standards, policies, and procedures related to recreation programs; recommends or initiates actions to correct deviations or violations.
- Assumes responsibility for the health and welfare of children including supervising assigned aspects of the program; enforces applicable rules and regulations with program participants.
- Ensures adherence to established safety procedures; monitors work environment and safety equipment and escalates concerns to supervisor as appropriate.
- Assists Site Manager in a variety of activities including planning and preparing site-specific needs, reviewing inventory levels, and ordering new or replacement materials.
- Plans and facilitates awareness and enrichment activities according to program outline.
- Assists K-6 students with homework and academic activities.
- Tracks and organizes site-specific student records, schedules, and payments.
- Handles discipline cases involving program participants and escalates situations to supervisor as appropriate.
- Assists in distribution of promotional materials including seasonal brochures, flyers, posters, advertisements, and news releases.
- Distributes program information, special events, program fees, and related policies and procedures to public.
- Answers and responds to telephone calls and other communications and escalates situations to supervisor as appropriate.
- Submits reports as requested.
- Performs all other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the Town of Mooresville. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform essential duties and responsibilities.

- Ability to establish effective working relationships with supervisor, co-workers, and assigned staff; ability to deal effectively with the public.
- Must have a safe work record with good ethics and dependable attendance record.
- Having a willingness and desire to work in a courteous and pleasant manner with persons of all ages; ability to deal effectively with co-workers and the public.
- Must be able to work weekends and/or evenings during peak times.

SKILLS AND KNOWLEDGE:

- Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.
- Ability to work occasional flexible hours, including overtime and emergency situations as needed.
- Ability to assist K-5 students with daily homework.
- Highly organized and detail-oriented.
- Resourceful and creative.
- Analytical skills and problem-solving ability.
- Must exhibit professionalism and be effective working with public, vendors, and employees.
- Skillfully convey information on a wide range of topics to a diverse target audience.
- Influencing and consultative skills are critical.
- Ability to handle confidential information.
- Effective prioritization and time management skills.
- Ability to work in a fast-paced, high-pressure, deadline-driven environment.
- Strong initiative to strive for continuous accuracy, quality, and timeliness of the information.
- Ability to build and maintain effective relationships through strong interpersonal skills with emphasis on relationship-building and consistent demonstration of solid professional judgment.
- Ability to manage multiple projects and tasks simultaneously.
- A genuine commitment to quality on behalf of the Town while building a culture committed to excellence is mandatory.
- Must have and maintain a verifiable Driver's License, demonstrated safe driving record, and remain insurable through the Town's liability insurance carrier if applicable.
- Ability to meet all hiring requirements, including the passage of a criminal background check.

WORK ENVIRONMENT:

Required Physical Activities: Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping.

Physical Characteristics of Work: Work involves sitting approximately 5% of the time and standing and/or walking approximately 95% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

Vision Requirements: The minimum standard for use with those whose work deals largely with the ability to complete written reports, inspect pool equipment, read meters and gauges, recognize emergency signals, see across and through pool water at both near and far distances, and identification and recognition of colors.

Environmental Conditions: Work is performed in a typical outside swimming pool environment. The worker may be exposed to deep water in a rescue situation, temperatures in excess of 100 degrees for more than one-hour, chemical hazards, and possibly slippery walking surfaces. May be subject to stressful situations if a life-threatening incident occurs.

WORK SCHEDULE:

While the role follows a work schedule of 6:30AM to 8:00 AM and 3:15PM to 6PM, Monday through Friday, this job may require work beyond these hours. Occasional in-town travel may be required.

EMPLOYEE ACKNOWLEDGMENT:

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform. This position will be subject to the rules, policies, and operating procedures established by the Parks and Recreation Board and the Town of Mooresville, as they may be amended from time to time.

SIGNATURE

DATE

PRINTED NAME

The Town of Mooresville is an Equal Opportunity Employer.