



## Career Service Authority

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### Activities Leader - Non-Certified

#### **GENERAL STATEMENT OF CLASS DUTIES**

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

#### **DISTINGUISHING CHARACTERISTICS**

Activities Leader - Non-Certified is distinguished from Recreation Instructor in its emphasis of a specialized area such as sewing, languages, computers, ceramics or home crafts. Recreation Instructor provides instruction, mentoring, and counseling to participants in organized recreational activities in sports and education recreational areas.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Contacts with the persons under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

***Level of Supervision Exercised:***

None

**ESSENTIAL DUTIES**

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

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

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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.  
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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**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.

**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.

**Conflict Management** - Manages and resolves conflicts, confrontations and disagreements in a positive and constructive manner to minimize negative personal impact.

**Customer Service** - Works with customers to provide assistance, resolve problems and satisfy expectations.

**Interpersonal Skills**- Shows courtesy, tact; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations.

**Oral Communication** - Expresses information to individuals or groups effectively; listens to others, attends to nonverbal cues, and responds appropriately; has contact with public or employees; makes clear communications with those involved.

**Writing** - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

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

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, lead challenge course facilitator, sewing, oil painting (mix and multi-media), languages, computers, ceramics, bridge, therapeutic recreation, or 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 communicating and presenting factual information related to the work assignment.

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

Skill in writing, clearly expressing ideas/facts and utilizing grammatical form.

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 solutions, conclusions or approaches to problems.

Skill in preparing written reports and handouts.

### ***Physical Demands:***

Balancing: maintaining body equilibrium to prevent falling over.

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

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

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

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 in one or both knees.  
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.  
Walking: moving about on foot on uneven surfaces.  
Lifting: raising or lowering an object up to 10 pounds.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.  
Depth Perception: ability to judge distances and space relationships.  
Far Acuity: ability to see clearly at 20 feet or more.  
Field of Vision: ability to see peripherally.  
Near Acuity: ability to see clearly at 20 inches or less.  
Depth Perception: ability to judge distance and space relationships.  
Field of Vision: ability to see peripherally.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.  
Oral Comprehension  
Spatial Orientation  
Written Comprehension

***Working Environment:***

Extreme Cold: temperature cold enough to cause marked bodily discomfort.  
Extreme Heat: temperature hot enough to cause marked bodily discomfort.  
Temperature Changes: variations in temperature from hot to cold.

***Education Requirement:***

Graduation from high school or possession of a GED Certificate plus six semester hours of college course work in recreation, fine arts, computers or related field.

***Experience Requirement:***

Two years of experience (paid or volunteer) as an instructor in an organized specialized recreation program.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may substitute for the minimum education and experience requirements.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 09/16/1995

**REVISED DATE:** 09/01/2004

**REVISED BY:** Jayne Lujan

**CLASS HISTORY** In 1995, one specification (Activities Leader) was created to accommodate two levels. Activities Leader - Non-Certified and Activities Leader - Certified are being created to clarify the levels and to add competencies into the new specification format.