

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes: No: X)

Adopt this resolution approving the attached class specification for Teen Recreation Leader - Adult at a salary of \$7.00 per hour.

Res. 92-64

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes." The position of Teen Recreation Leader - Adult represents a new position to Mariposa County.

Board Resolution No. 91-457 provided funding for this position by transferring \$11,737 from the Transit Occupancy Tax to an account established for the Teen Activity Center in the Parks and Recreation budget within the Public Works Department.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Revise this class specification and salary range as deemed necessary by the Board.
2. Do not approve this class specification and not create this position.

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required Add'l funding \$ _____

D. Source: _____

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required

A. Internal transfers \$ _____

B. Unanticipated revenues \$ _____

C. Reserve for contingency \$ _____

D. Description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 92-64

Ord. No.: _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

MW Approved _____ () Denied _____

() Minute Order Attached

The foregoing instrument is a
the original on _____ Action
file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA

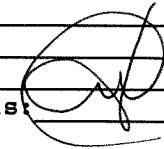
By: _____
Deputy

**ADMINISTRATIVE OFFICER'S
RECOMMENDATION:**

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further correct copy of

Comment: _____

A.O. Initials:  _____

MARIPOSA COUNTY

JOB TITLE: **Teen Recreation Leader - Adult**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under supervision, to coordinate and supervise teen recreation programs at an assigned facility; plan and organize teen program activities; and to do other work as required. Positions in this classification work with considerable independence as an overall program specialist, supervisor or coordinator at an assigned facility. Positions in this class may work irregular hours.

SUPERVISOR: As Assigned

TYPICAL DUTIES

- Coordinates and supervises teen recreation programs
- Plans and conducts program activities such as sports, games, arts and crafts, drama and singing
- Prepares program calendars
- Prepares program and activity descriptions
- Assists in the preparation of brochures, flyers and other publicity materials to promote program participation
- Supervises program participants to maintain discipline and order
- Inspects facilities and equipment to ensure a safe environment for participants
- Supervises and trains workers in various program activities
- Develops work schedules and collects time cards
- Conducts staff meetings
- Explains program and activities to parents and the public
- Maintains records of payment, participation permission and attendance summaries
- Recommends supplies and equipment needed for program activities and maintains inventory records

MARIPOSA: Teen Recreation Leader - Adult

- Assists in development of program policy and evaluation
- Evaluates program staff

EMPLOYMENT STANDARDS**Possession of:**

- a valid California Driver's License, or the incumbent must be able to provide suitable transportation which is approved by the appointing authority.

Knowledge of:

- recreation programs including sports, games, arts and crafts, drama and other outdoor activities
- methods and techniques of publicity and promotion
- proper safety practices for recreation programs
- some knowledge of the principles of supervision and training
- first aid and general emergency procedures

Ability to:

- coordinate and supervise recreation events and programs for all age groups
- communicate effectively with all age groups
- establish and maintain effective relationships with those contacted in the course of work
- write clear and concise reports

A typical way to gain the knowledge, skill and ability outlined above is:

- equivalent to graduation from high school and training and experience equivalent to one (1) year experience with youth activities.

Creation date: Unknown
Revision date: 2/92
teenrec.frm