

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_\_ No\_X\_)

Adopt this resolution approving attached revised extra-help class specification for Teen Recreation Leader -Adult.

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."

Two changes are recommended with this revision. (1) eliminating the need for a valid California Driver's License, and (2) adding the requirement for possession of CPR and first-aid certifications.

It is believed that it is not necessary for an employee in this classification to be able to drive in the performance of typical job duties. Further, it is believed that an employee working with and supervising youth programs must possess basic first-aid and CPR skills.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this revised class specification.

Revise this class specification as deemed necessary by the Board.

**COSTS:** (X) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required additional funding \$ \_\_\_\_\_

D. Internal transfers \$ \_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required

A. Unanticipated revenues \$ \_\_\_\_\_

B. Reserve for contingencies \$ \_\_\_\_\_

C. Source description: \_\_\_\_\_

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

**SPECIAL INSTRUCTIONS:**  
List the attachments and number the pages consecutively:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 94-126 Ord. No. \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Approved \_\_\_\_\_ Abstained: \_\_\_\_\_

( ) Minute Order Attached ( ) No Action Necessary

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**  
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: \_\_\_\_\_

A.O. Initials: JP

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_

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

By: \_\_\_\_\_  
Deputy

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:**

- valid and current CPR and first-aid certifications.

**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

**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  
Revision date: 4/94  
teenrec.frm