

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2243

OPEN COMPETITIVE EXAMINATION FOR: RECREATION LEADER (Non-Exempt)

SALARY: \$16.49~ \$21.96 PER HR, 40 hrs/wk paid bi-wkly (NOTE: New hires start at the beginning of the range)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

Until Sufficient Applications are Received

IMPORTANT:

1. Veterans – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

- Plans, organizes and supervises a variety of indoor and outdoor recreation activities;
- Develops, implements and markets new and existing recreation programs to ensure that activities and events are made available to all community members;
- Provides leadership, instruction and directs the activities of community members participating in the recreation program and addresses disciplinary issues when necessary;
- Coaches athletic teams and officiates athletic activities;
- Prepares and maintains various operational reports, including weekly attendance, activity, accident and special reports;
- Ensures that all programs and activities are implemented and enforced according to relevant laws and rules and regulations established by departmental policy;
- Assures that subordinate staff and program participants are following established safety regulations and procedures;
- Trains, evaluates and supervises subordinate recreation staff in all aspects of the City's recreation program;
- Collects program registration fees and reconciles with registration forms with the Director;
- Acts as community liaison including contacts with local and regional athletic and recreation organizations;
- Monitors the use of recreation equipment and facilities;
- Assists Recreation Director with recreation program plans and budget;
- Schedules and administers recreation activities to ensure that programs are delivered within guidelines and budget;
- Oversees facility operations, including ordering, inventory control, and execution of all recreation programs and special events;
- Performs related duties as required.

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Ability to plan, organize, control and effectively supervise the work of subordinates;
- Knowledgeable in areas of community recreation, including equipment, facilities, operations and techniques used in a comprehensive community recreational program;
- Ability to enforce facility and program rules and regulations for safety and welfare of staff and participants;
- Ability to maintain discipline, enthusiasm, and sportsmanship among staff and participants in the program;
- Considerable knowledge of organized recreational and athletic programming and scheduling in a municipal recreation setting;
- Ability to establish and maintain effective working relationships with employees, supervisors, agencies, participants, instructors, community leaders, and the general public;
- Ability to communicate clearly and concisely both orally and in writing;
- Ability to take initiative and exercise independent judgment and discretion in carrying out program responsibilities;
- Knowledge of the techniques required in caring for program participants with special needs;
- Must be able to demonstrate working knowledge of Microsoft Office software; including Word, Excel and Outlook;
- Knowledge of using online data collective and registration software (i.e.; Vermont Systems or Myrec.com)
- Ability to obtain and perform First Aid/CPR/AED Certification within three (3) months of hire.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Bachelor's Degree in Recreation and Leisure Services or related recreational field; **or** Associates Degree in Recreation and Leisure Services or related recreational field plus two (2) years' experience in community recreation programs; **or** High School Diploma or G.E.D plus four (4) years' experience in community recreation programs.

Regardless of which you have above you must also have:

Work experience which includes one (1) year of general direct supervision.

**COPIES OF APPLICABLE EDUCATIONAL DOCUMENTS
MUST BE SUBMITTED AT TIME OF APPLICATION**

ADDITIONAL REQUIREMENTS:

Incumbents in this class must obtain First Aid/CPR/AED Certification within three (3) months of hire and retain a valid certification thereafter.

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C			
Physical Demands					Depth Perception			X				
Standing			X		Color Distinction			X				
Walking			X		Peripheral Vision			X				
Sitting			X		Driving	X						
Lifting		X			Physical Strength:							
Carrying			X		Little Physical Effort (-10 lbs.)			X				
Pushing			X		Light Work (-20 lbs.)		X					
Pulling		X			Medium Work (20-50 lbs.)		X					
Climbing		X			Heavy Work (50-100 lbs.)	X						
Balancing			X		Very Heavy Work (100+ lbs.)	X						
Stooping			X		Environmental Conditions							
Kneeling			X		Cold (50 degrees F or less)		X					
Crouching			X		Heat (90 degrees F or more)		X					
Crawling		X			Temperature Changes		X					
Reaching			X		Wetness	X						
Handling			X		Humidity	X						
Grasping			X		Extreme Noise or Vibration			X				
Twisting		X			Exposure to Chemicals	X						
Feeling		X			Exposure to Gases and Fumes	X						
Talking			X		Exposure to Unpleasant Odors	X						
Hearing			X		Exposure to bodily fluids	X						
Repetitive Motion			X		Exposure to dampness	X						
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X						
Visual Acuity/Near			X		Mechanical Hazards	X						
Visual Acuity/Far			X		Physical danger or abuse	X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary. Prepared on: November 25, 2019
Recreation Leader

This position is covered under the written agreement between the City of Waterbury and the White-Collar Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. Appeal Process- An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D/V

EEOP Utilization Report available upon request