



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**RECREATION INCLUSION LEADER**  
(RECREATION PROGRAMS DIVISION)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position assists disabled participants as needed. Reports to the Assistant Recreation Center Supervisor.

There are two (2) levels of Recreation Inclusion Leader distinguished by the level of work performed and the qualifications of the employee.

## **ESSENTIAL JOB FUNCTIONS**

Assists with planning, developing, and conducting age appropriate recreational activities for recreation program participants with special needs, to include daily activities, trips, special events, and classes; builds positive relationships and interacts with participants to positively impact their skill development and personal goals; monitors and supervises participants to include assisting with everyday life activities.

Assists with monitoring facilities and activities to maintain structure, safety, and a clean environment; ensure participants follow the center's rules and guidelines; takes appropriate action when needed. Prepares required documentation as necessary. Sets up and breaks down equipment for various events and activities.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Recreational Programming - Knowledge of recreational programming and recreational facility operations for assigned facility or program.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.
- Customer Service - Knowledge of principles and processes for providing customer service. This includes meeting quality standards for services, and evaluation of customer satisfaction.

## **REQUIRED SKILLS**

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.

- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, and citizens.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

### **REQUIRED ABILITIES**

- Communication – Ability to communicate ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Ability to listen and understand information and ideas presented verbally or in writing.
- Mathematics - Ability to perform basic arithmetic applications.

### **EDUCATION AND EXPERIENCE**

**Recreation Inclusion Leader I** – Requires a high school diploma and 6 months of related programmatic experience with at least 3 months working in the group care of children with special needs, or an equivalent combination of education and experience.

**Recreation Inclusion Leader II** - Requires a high school diploma and 1-2 years of related programmatic experience in the group care of children with special needs, or an equivalent combination of education and experience.

### **ADDITIONAL REQUIREMENTS**

An acceptable general background investigation to include a local and state criminal history, sex offender registry check, and a valid driver’s license with an acceptable driving record.

Requires satisfactory results from a pre-employment medical evaluation.

Requires First Aid and CPR Certification from the American Red Cross or American Heart Association to be obtained within 30 days of hire.

### **PHYSICAL AND DEXTERITY REQUIREMENTS**

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

### **ENVIRONMENTAL HAZARDS**

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, traffic hazards, violent individuals, infectious disease, or rude/irate customers.