

Department: In all Civil Divisions (Pending Rules Revision)
SPEC DISK H4
Classification: Non-Competitive

Grade: _____

DOCUMENT 86
FLSA Non-
Exempt

ACTIVITIES LEADER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for activities within a summer camp program. An activity leader must be competent in activities being conducted. The work is performed under general supervision of a higher level summer camp position. Limited supervision of subordinate staff may be required. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develop a weekly plan for activities;
Review and accesses activities plan for effectiveness;
Creates a safe environment for activities to take place;
May perform light manual tasks as necessary for the particular activity
Keeps the assigned area neat and picked up.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the organization and conduct of several types of sports, games, hobbies or other recreational activities; ability to maintain simple records; ability to understand and follow simple directions; reliability; physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS:

- (a) Completion of two years of a four year high school; or
- (b) An equivalent combination of training and experience.

* **SPECIAL REQUIREMENT**

*Must be a minimum of 16 years of age at the time of appointment. A minimum age of 18 years of age is required if the activity being conducted is any of the following; hiking, camping, rock climbing, horseback riding, bicycling, swimming and/or boating.

*Must carry a valid CPR and First Aid Certification through the American Red Cross, and must have completion of Municipal Training as provided by the Essex County Youth Bureau.

*If responsibility of the position requires occasional driving of a motor vehicle - the incumbent must possess the appropriate New York State Driver's License at time of appointment.

Created:
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