



RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

Job Description
Recreation Leader
\$17.45-\$19.26/hr
Seasonal Part-Time

Job Description

Under the supervision of the Recreation Supervisor and/or Recreation Coordinator, the Recreation Leader is responsible for providing leadership and supervision for recreation programs, activities, and services. This position assists with the planning, organization, and implementation of summer camps, youth programs, and special events, while ensuring a safe, positive, and engaging environment for all participants.

Minimum Qualifications

- Must be at least 15 years of age
- Current CPR certification (or ability to obtain prior to start date)
- Some experience in recreation, sports, camps, or childcare is desirable
- Ability to pass a background check as required by the District
- Ability to reliably report to work on time for scheduled shifts, including mornings, evenings, weekends, and special events

Knowledge, Skills, and Abilities

- Knowledge of common sports, games, and recreation activities
- Understanding of basic rules, techniques, and safety practices
- Strong leadership and teamwork skills
- Ability to plan, organize, and carry out program activities
- Ability to prioritize tasks and handle multiple responsibilities
- Effective communication skills with participants, parents, coworkers, and the general public
- Ability to follow directions, policies, and safety procedures

Physical Requirements

- Ability to stand, walk, bend, squat, and move for extended periods of time
- Ability to lift, carry, and set up recreation equipment
- Ability to actively participate in games and activities with children
- Ability to work indoors and outdoors in varying weather conditions

Working Conditions

- Work performed in a variety of settings including gymnasiums, classrooms, parks, pool areas, and outdoor recreation spaces
- Frequent interaction with the public and youth participants
- Exposure to varying noise levels typical of recreation environments

Job Duties

- Supervise and actively engage participants in recreation activities including sports, games, aquatics, camps, and special events
- Maintain program discipline, safety, and positive behavior management
- Lead group activities and assist with lesson plans, schedules, and daily program operations
- Monitor participant attendance and assist with sign-in/sign-out procedures
- Assist with opening, preparing, closing, and securing facilities and program areas
- Provide customer service by answering questions and addressing participant and parent concerns
- Assist with collecting fees, issuing receipts, and maintaining attendance or program records as needed
- Distribute promotional and marketing materials for recreation programs and events
- Communicate effectively with supervisors and coworkers regarding program needs, incidents, or concerns
- Participate in required trainings, staff meetings, and orientations
- Perform other related duties as assigned

Experience

- Previous experience working in youth recreation programs, camps, or childcare settings is required.

Working Conditions

- Small office environment with public contact. Gym, classroom, and outdoor settings with some lifting of equipment required.
- Sitting, standing, and squatting for long periods of time

To Apply

Please email a resume and completed job application to yannil@rleparks.com by May 1, 2026. Job applications are available at www.rleparks.com/job-opportunities.