



LC Work Scholars Position Description

Work Scholars Job Title: Recreation Leader

Worksite Name: Parks and Recreation Department, City of Lewiston

Supervisor Name: Justin Glenn Supervisor Email: jglenn@cityoflewiston.org

Employment Levels

Entry Level	Intermediate Level	Skilled Level
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (check one)?

☐ Entry Level

☒ Intermediate Level

☐ Skilled Level

Describe the duties of this position.

Under the direction of the Recreation Coordinator, perform entry to intermediate level tasks in the operation, maintenance and functions of programming and events within the Recreation department; perform entry level athletics operations; perform outdoor leader ship roles; maintain and operate city equipment, facilities, materials, supplies, records and reports.

List the learning opportunities for this position.

Through professional education and hands on experience and guidance will learn to lead groups of individuals in numerous variations of recreational activities and operate recreation programming offered by Lewiston Parks and Recreation under the direction of the Recreation Coordinators and Director. Will develop the ability to plan, schedule and facilitate programming by preparing fields, facilities, parks and operating materials and equipment necessary to uphold the standards provided in training, staff manuals and city code.

List the qualifications and skills required for this position.

Key qualifications and skills required will include ability to manage resources (people, infrastructure, money, time etc.), follow specific guidelines and policies, retain and action on provided training and information provided, internal and external customer service skills, problem solving, ability to assess and ensure safety standards are met.

Possess knowledge of basic electronic platforms and office software programs, have entry to intermediate understanding of program delivery (athletics, educational, projects etc.)

Describe your management style.

I lead and manage with a coach-teach-mentor approach; focused on strategic thinking, a commitment to service, organizational transformation and encouraging creative utilization of existing resources in developing a culture of stewardship and growth. Through multiple means I steadfastly emphasize organizational focus on a culture of knowing the collective "why", and embrace change while using strong interpersonal and collaboration skills to champion for initiatives that support improved community quality-of-life programs and services.

LC State is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The Director of Human Resource Services has been designated to handle inquiries regarding non-discrimination policies and can be reached at 208-792-2269 (TTY 711) or at the Administration Building, Room 102, on LCSC's campus, 500 8th Avenue, Lewiston, Idaho 83501.