



# TEAM LEADER

**Employment Status:** Part-Time  
**FLSA Status:** Non-Exempt  
**Reports To:** Full-Time Recreation Supervisor or Designee

**Approved:** August 1, 2022  
**Revised:** October 17, 2022  
**Reviewed:** August 20, 2023

## JOB SUMMARY

Under the general direction of a full-time recreation supervisor or their designee, leads small team within a program division or facility area for the Washington Township RecPlex.

All employees hired as a Team Member, Team Leader, or Team Specialists I, II or III will receive a 90 day and one-year probationary evaluation. Once probationary status has been met, any additional positions added in these job classes will become regular status regardless of when the position is added. All job classes will then be evaluated on an annual basis.

## REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Provide excellent customer service.
- Maintain professional, efficient, and effective working relationships.
- Handle confidential information appropriately.
- Understand and follow oral and written instructions.
- Carry out assigned duties in a timely manner with expected competency and accuracy.
- Demonstrate reliability, which includes regular and predictable attendance and punctuality.
- Follow, share, and enforce all Washington Township policies, procedures, and safety measures.
- Attend meetings and trainings, as required.
- Work a flexible schedule, as directed.
- Work indoors or outdoors, as directed.
- Work in assigned divisions or facility areas, as directed.
- Perform other duties, as assigned.

## REQUIRED EDUCATION AND EXPERIENCE

- Minimum of 16 years of age. Varies based on division assignment.



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## PREFERRED EDUCATION AND EXPERIENCE

An individual will be seen to exceed or greatly exceed starting expectations for this position based on a combination of the following knowledge, skills, and abilities before beginning employment:

- Possess a valid CPR/AED/First Aid certification (American Red Cross or equivalent).
- Possess a high school diploma or equivalent.
- Possess one (1) year or more of related work experience.
- Possess one (1) year or more of education in an accredited undergraduate college or university that is relevant to the position.
- Possess certifications or documented training relevant to the position.

## PREREQUISITE KNOWLEDGE, SKILLS, AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Strong customer service and interpersonal skills.
- Strong oral and written communication skills.
- Listen attentively, organize thoughts, speak, and write clearly and comprehend written documents.
- Strong self-discipline.
- Sound judgment and the ability to make prompt and accurate decisions.
- Ability to comply with all Township and job-specific safety requirements.

## DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Display patience, understanding and flexibility in meeting the needs of patrons and co-workers.
- Present a positive and professional image.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

## PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform the following, as required:

- Use fingers/hands/arms frequently.
- Lift, carry, and push up to 25 pounds.
- Crawl, kneel, bend, and climb, including stairs and ladders, occasionally.
- Must have good eyesight and depth perception.
- Ability to work at a rapid pace.



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## PHYSICAL REQUIREMENTS

- Ability to hear.
- Walk and stand on Ability to reach over shoulders.
- various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Move about in close quarters and areas.
- Work indoors or outdoors and in inclement weather.
- Any other physical requirements, as the job changes.

## SPECIFIC JOB DUTIES & REQUIREMENTS BY DIVISION

Specific job responsibilities and duties vary based on a Team Leader's assigned division:

### GUEST SERVICES – 5103

Guest Services Team Leader is responsible for facilitating guest experiences. Typical job duties include, welcoming and engaging customers, answering questions, responding to incoming calls, processing payments, selling membership, tickets, or registrations, and facilitating rentals and parties. Candidates must be a minimum of 18 years of age, have one year of related job experience and possess a valid CPR/AED/First Aid certification (American Red Cross or equivalent), customer service, and concussion training within 90 days of being hire date. Additional trainings may be required, as directed.

### AQUATICS – 5203

Aquatics Team Leader is responsible for the lifeguarding team, discipline, and communication of shift supervisor. Participates in planning and conducting staff in-service training. Additional duties include providing general cleaning and upkeep in the pool and slide areas. Candidates must possess a valid Lifeguard certification (American Red Cross), and CPR/AED/First Aid for the Professional Rescuer and Lifeguard certification (American Red Cross), at the time of hire. Complete concussion training within 90 days of hire date. Candidates must be at least 17 years of age and two years or more of lifeguard experience or one year or more of college and one year or more of experience with Washington Township in aquatics. Additional trainings may be required, as directed.



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## SPECIAL EVENTS – 5523

Special Events Team Leader is responsible for supervising production staff and special events. Typical job duties include, welcoming and engaging customers, enforcing safety procedures, crowd control and general event logistics support. Candidates must have one year of related job experience, possess a driver license, and remain insurable. Must be able to lift, carry, push up to 25 pounds. Candidates must be at least 18 years of age, possess a valid CPR/AED/First Aid certification (American Red Cross or equivalent), and concussion training within 90 days of hire date. Additional trainings may be required, as directed.

## SPORTS – CLIMBING WALL – 5613

Sports - Climbing Wall Team Leader is responsible for leading climbing wall use and classes. Typical job duties include welcoming and engaging facility users and participants, teaching classes, conducting trainings and orientations, and maintaining and cleaning equipment. Candidates must possess a valid belay certification at the time of hire, a valid CPR/AED/First Aid certification (American Red Cross or equivalent), and concussion training within 90 days of hire date. Must have one year or more of related job experience. Must be able to lift, carry and push up to 50 pounds. Additional trainings may be required, as directed.

## SPORTS – 5623

Sports Team Leader is responsible for leading climbing wall use and classes. Typical job duties include experience in refereeing youth or adult sports, advanced climbing wall, instruction in youth sports classes, and sports special events. Candidates must possess a valid belay certification at the time of hire (if required), a valid CPR/AED/First Aid certification (American Red Cross or equivalent), and concussion training within 90 days of hire date. Must have one year or more of related job experience. Must be able to lift, carry and push up to 50 pounds. Additional trainings may be required, as directed.

## FINE & PERFORMING ARTS – 5713, 5723

Fine & Performing Arts Team Leader is responsible for assisting with arts programming, which may include theatre costuming, and painting, building, and coordinating scenic art and properties. Candidates must be at least 18 years of age, possess a valid CPR/AED/First Aid certification (American Red Cross or equivalent), and concussion training within 90 days of hire date. Must possess one year or more of related job experience. Additional trainings may be required, as directed.



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## YOUTH ENRICHMENT – 5823, 5833, 5843

Youth Enrichment Team Leader is responsible for assisting with youth programming, including camps, afterschool care and enrichment programming. Typical job duties include responsibility for administrative and management functions, running programs and activities. Candidates must be at least 18 years of age possess a valid CPR/AED/First Aid certification (American Red Cross or equivalent), concussion training and medication certification within 90 days of hire date. Must possess one year or more of related job experience. Additional trainings may be required, as directed.

## SENIOR & ADULT ENRICHMENT – 5903

Senior & Adult Enrichment Team Leader is responsible for assisting with senior and adult programming. Typical job duties include responsibility for administrative and management functions, running programs and activities. Candidates must be at least 18 years of age possess a valid CPR/AED/First Aid certification (American Red Cross or equivalent), and concussion training within 90 days of hire date. Must possess one year or more of related job experience. Additional trainings may be required, as directed