

Recreation Assistant Job Description

NATURE OF WORK

The employee of this class directs and implement activities assigned to him by the Youth Activities Director. The employee performs work as assigned in a leadership role with the cooperation of the other assistant employees. Work requires familiarity with group recreation methods with much concentration on participation and demonstration. Work includes assisting the Youth Activities Director with new programs and their implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the planning, organizing, teaching, demonstrating, and creating of different activities in the playground setting. Assists in the continued prevention of potential injury to participants in the various activities being constantly aware of chairs, stairs, wet grass, etc., and any other hazardous obstacles. Assists in the inspection of playground equipment to ensure its safety. Assists in the encouraging of participation by all those present of all ages in various activities. Assists in providing safe, enjoyable, challenging, rewarding, and varied recreation activities. Considerable knowledge and appreciation of the ideals of planned recreational programs.

Considerable knowledge of sports, arts and crafts, games, and the ability to teach, and officiate such sports or activities, as well as participate in same activities. Considerable knowledge of a variety of recreational activities and personal skill conducting them. Considerable knowledge of first aid methods and safety precautions used in recreation work. Physical ability to participate in standard games and sports, and the desire to do so.

Coordinates sports programs, registers children for teams, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms. Maintains a variety of records, including registrations, reservations, permission slips, purchasing, accidents, and vandalism, etc. Schedule games and umpires for basketball, soccer, baseball, T-Ball, softball, and other games.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting arts/crafts activities for children, making arrangements for rental and use of Recreation Building, helping set up tables and chairs for classes, etc.

Assists in the scheduling of activities at the Community Center. Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Assists in the recruitment and selection of part-time and seasonal staff.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A)** Graduation from a four-year college or university with a degree in recreation or a closely related field.
- (B)** One year recreation experience; or
- (C)** An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A)** Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- (B)** Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
- (C)** Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one. First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and data base software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.