

RECREATION ASSISTANT

DEFINITION

Under general supervision, assists in the development, administration, and evaluation of recreation programs and community center activities including: youth/adult sports, summer programs, after school program, senior activities, special events, cultural arts activities and events.

CLASS CHARACTERISTICS

Positions in this class report to the Director of Parks & Recreation, and assist in the development, administration, and planning of recreation and/or community services and programs.

ESSENTIAL FUNCTIONS

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Assists in planning, developing, organizing, and supervising leisure time activities for participants of all ages; Assists in planning of the annual calendar of community activities and special events.

Assists in distributing press releases, flyers, and other promotional materials to advertise and promote recreation programs and activities.

Assists in maintaining inventory of program/office supplies and equipment; maintains inventory and sales of concessions. Orders and organizes all necessary supplies and equipment.

Assists with class registration.

Collects fees for use of the facility, resale items, contracted classes, and rental equipment; prepares appropriate daily financial reports at the completion of each shift and deposits money accordingly.

Greets patrons and authorizes participants to use the athletic facilities; disseminates information to inquiring patrons, in person, over the telephone, about the facility, programs, contracted classes, and related activities; issues athletic equipment/supplies to patrons and keeps records of equipment issued and returned;

Prepares facilities; performs routine set-up tasks for sporting events such as volleyball, basketball, racquetball, banquet/meeting room events, and related activities; enforces established operational procedures and policies of facility; performs daily janitorial cleaning when needed such as vacuuming, sweeping, mopping, cleaning of restrooms, lobbies, banquet/meeting rooms, windows, furniture and other cleaning tasks as assigned or required; performs routine closing duties to insure security, safety and fire prevention standards are maintained.

Establish and maintain effective working relationships with public groups, agencies, school officials, and others contacted in the course of work.

Assists with evaluating program attendance and assists in the development of new programs.

Assists with the planning, organization and supervision of the following programs: Youth/Adult Sports Leagues, Day Camps, Sports Camps, Youth/Adult Activities, Tournaments, Special Events, Cultural Arts Programs, Trips, Training/Safety Seminars, Banquets, Senior Programs, and others as created.

Performs related duties as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience

High school diploma/GED preferred. Experience in a similar role or the basic knowledge, skills, and abilities required to perform the duties described. Experience participating in, running, or volunteering in recreation activities such as sports, camps, or fitness programs are preferred.

Knowledge, Skills, and Abilities

Working knowledge of identifying community needs; first aid methods and safety practices; the theories, principles, practices and programs common to the field of recreation and leisure services. Strong creativity and socialization skills.

Ability to communicate clearly and concisely, both orally and in writing; effectively work with people of varied socio-economic standing; understand, explain and apply policies and procedures; and deal constructively with conflict and develop effective resolutions; prepare and present concise written and oral reports; use a computer and a variety of software programs.

Perform janitorial duties including setting up, cleaning and maintaining facilities; ability to lift and move tables, chairs and equipment; the knowledge and skill to work with cleaning chemicals for janitorial purposes.

Working knowledge of concessions sales and inventory.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation.