

RECREATION ASSISTANT

Position Code: 1455

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 344

Location: Recreation

Approval Date: 2015

General Statement of Duties

Assists in planning, coordination and supervision of a variety of recreational activities for the Town.

Distinguishing Features of the Class

An employee in this class assists the Recreation Center Supervisor in the planning, coordination and implementation of a variety of recreation and leisure time activities for the citizens of the community. Work involves assisting with planning and scheduling of both recreational and athletic activities within the facility and with scheduling of both recreational and athletic activities within the facility and with activities instructors. Duties include supervising part-time employees, contract instructors, and/or volunteers engaged in organizing and conducting adult and children's activities at the center. Work includes judgmental discretion in the application and interpretation of programs, center and department guides. Work requires daily independent decision making in helping to manage a facility, scheduling and renting room and collecting activity fees and running programs. Extensive public contact is involved in recreation work including working in both inside and outside environment, in extreme hot and cold weather, noise, dusts and fumes. Duties may expose the employee to human body fluids, thus work is subject to OSHA regulations on bloodborne pathogens. Work is performed under the general supervision of the Recreation Center Supervisor and is evaluated by review of records and reports, in conference and by an appraisal of the general effectiveness of recreation and leisure time activities.

Duties and Responsibilities

Assists with planning and implementation of a variety of recreation activities for various age groups such as summer recreation program, arts and crafts, reading and study assistance and multiple adult support groups.

Assist with recruiting of part-time employees and volunteers and contract instructors; assists with training and supervision as required.

Assists with developing, planning, organizing and supervising of a summer children's recreation programs; assists with developing, planning, organizing and supervision of after school programs.

Assists with daily maintenance and security of the facility and equipment.

Registers participants for activities, answers the telephone fielding questions on all parks and recreation programs and activities and booking rooms, as needed.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

General knowledge of the principles, practices and policies of recreation programs and activities.

Knowledge of standard resources, materials and facilities utilized in a public recreation program.

Working knowledge of recreation interests and activities in the community.

Ability to supervise the work of part-time staff, volunteers, contract instructors and participants.
Ability to coordinate a wide variety of recreational interests and activities into programs for all ages.

Ability to express ideas effectively in oral and written forms.

Ability to deal tactfully, courteously and firmly with the public.

Ability to establish and maintain effective working relationships with volunteers, community groups, co-workers, employees, superiors and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, talking and hearing.

Must be able to perform sedentary work exerting up to 20 pounds of force occasionally; and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data, extensive reading and visual inspections to determine accuracy, neatness and thoroughness of work assigned.

Desirable Education and Experience

High School diploma or GED and one to three years of experience in recreational, athletic and leisure time activities; or an equivalent combination of training and experience.

Special Requirement

Possession of a valid North Carolina Driver's License.