

RECREATION PROGRAM ASSISTANT

DEFINITION

Under supervision, plans, organizes, coordinates, publicizes, and conducts outreach programs and recreational activities for various age groups. This position is an entry-level position and requires basic knowledge of recreation program principles, creative ability, and organization and planning skills.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Manager or designee. May supervise the work of part-time recreation leaders, Community Center staff, aides, and volunteers. Supervises and monitors children indoors or outdoors.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Under supervision, assists in developing, planning, and implementing a defined activity and/or program area or service, which may include art, culture, social, sports, or special events programming for all ages.
- Assists in a variety of recreation and social programs planned for various ages. Supervises program activities and participants.
- Assists with supervising, leading, and directing assigned program staff. Assists with supervising the work of part-time Recreation Leaders and volunteers during programs and general operations.
- Maintains accurate and up-to-date records, reports, and analysis. Assist with preparing and maintaining the program budget.
- Maintains accurate inventory of supplies and equipment for program implementation. Recommends and submits supply purchase needs to supervisor in a timely manner.
- Assists in the promotion of programs: design flyers, social media posts, and banners. Distribute and post promotional materials in strategic locations in the community. Keep promotional materials fresh and up to date.
- Ensures that programs are in compliance with appropriate licensing and/or safety regulations and standards. Enforces rules, regulations, and safety precautions for a variety of programs and facilities use.
- Provides excellent customer service, to include professionally and politely communicating with participants, parents, and volunteers. Responds to questions from the public concerning recreational programs.
- Assist in rental services of the facilities. Facilitate, supervise, and monitor rental, ensuring all rental rules and regulations are followed. Check renter in/out, ensuring the condition of the facility.

- Other duties as assigned.

EXAMPLES OF DUTIES:

- Promote department activities and events; provide information to the public.
- Maintain accurate records of program operations, activities, and attendance.
- Assess equipment needs, conditions and recommend purchases.
- Assist in promoting activities and encourages participation.
- Under supervision, plans, recruits, and implements programs, including sports, arts, games, etc., from start to finish.
- Supervisory role during the implementation and run of a variety of programs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- City and Recreation Department policies and procedures.
- Rules, equipment, facilities, operations, and techniques used in recreation programs.
- Rules for athletic games and sporting competitions.
- Principles and practices of planning and promoting recreational and educational programs.
- Recreation and social service programs and activities for all ages.

Skills to:

- Operate a personal computer with proficiency in using word processing and spreadsheet programs, as well as basic design programs.
- Deal with problems using understanding, tact, and patience.
- Organize activities, programs, and games.

Ability to:

- Follow verbal and written instructions. Communicate effectively verbally and in writing.
- Develop, coordinate, implement, and guide recreational activities and opportunities, including outdoor recreation activities such as Youth and Adult Sports, Arts, Senior programs, Afterschool Programs, Day camps, etc.
- Interpret and explain City and Recreation policies and procedures.
- Monitor and ensure recreation programs and facilities are operating properly and safely.
- Ability to make educated, thoughtful decisions, and enforce rules and policies as established, with tact and professionalism.
- Ability to supervise and lead a variety of programs, as well as staff and volunteers of various ages.
- Deal tactfully and courteously with the public and City staff.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- **Education:** High School Diploma or Equivalent.
- **Experience:** One to two years of training and/or experience in planning, organizing, and implementing recreation programs.

License and Certifications:

- Valid California Class C driver's license with satisfactory driving record may be required.
- Possession of a First Aid and CPR certificate within six (6) months of appointment.
- California Mandated Reporter Certificate required upon hire.

SPECIAL REQUIREMENTS

Special requirements include being available to work evenings, weekends, and holidays as required.

TOOLS AND EQUIPMENT USED

Requires use of a personal computer and related software programs, calculator, telephone, copy machine, and fax machine. The Parks & Recreation Department will supply all necessary materials and equipment to conduct all programs and events effectively and successfully.

PHYSICAL DEMANDS

Must possess mobility to work in a recreation and office environment. In the recreation environment, the employee is required to participate in recreational activities that include sitting, standing, walking, use of hands, reaching with hands and arms, climbing, or bending. In an office setting, is required to use standard office equipment, including a computer. The employee is occasionally required to lift up to 50 pounds and may be required to drive a vehicle. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

CONDITIONS OF EMPLOYMENT: Applicants will be required to complete a Live Scan check. Minors will be required to provide a Work Permit issued by the appropriate authority.

All of the statements listed in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.