

CITY OF COVINGTON JOB DESCRIPTION

<u>Job Title:</u>	Recreation Assistant (Part-time)
<u>Department:</u>	Parks & Recreation Department
<u>Reports To:</u>	Recreation Manager
<u>Overtime Classification:</u>	Non-Exempt
<u>Date:</u>	April 2012

Definition:

Assist in planning and implementing the city's recreation programs, primarily in the areas of facility and athletic field scheduling. Provide administrative support to recreation programs and events, prepare recreational facilities for participant use, and provide supervision of evening programs and special events.

Supervision:

Work under guidance and supervision of the Recreation Manager.

Essential Job Functions:

- Assist the Recreation Manager in planning and implementing recreation programs in the areas of community events, specialized recreation, after-school and summer programs, and general programs.
- Prepare recreational facilities for use; ensure that appropriate equipment is available for classes and events; set up and take down equipment.
- Schedule picnic shelters and recreational facilities for use by school districts, non-profit agencies, private and commercial organizations, and the general public.
- Perform a variety of administrative tasks in support of recreation programs; receive program registrations, collect fees and document cancellations; maintain waiting lists for programs, classes, and activities, as needed.
- Provide information to recreation program instructors, leaders and participants regarding program schedules; explain registration requirements to the general public.
- Assist in promoting recreation activities in the community; deliver promotional materials to schools and other agencies throughout the city.
- Assist in the development and implementation of recreation program goals, objectives, policies and priorities; implement resulting policies and procedures.
- Assist in the scheduling of related recreation instructors, contract and volunteer staff. Instruct classes and provide support as directed.

- Lead and instruct program participants in the rules and proper participation in games and various recreational activities.
- Maintain and monitor the use of recreational facilities, including ensuring adherence to all applicable safety and facility rules and guidelines. Respond quickly to potentially hazardous situations and accidents.
- Assist in evaluating recreation programs; ensure the evaluation process for recreation programs is completed.
- Operate office equipment to perform administrative tasks, including computers and supporting software applications, copiers, fax machines and telephones.
- Provide on-site supervision and instruction to program participants in specific areas; lead program participants in recreation programs and activities in assigned areas.
- Gather data; complete routine reports.
- Maintain attendance reports, activity logs, incident/accident reports and related records.
- Maintain inventory of supplies and equipment; clean facility property and conduct maintenance requirements.
- Maintain records, process forms, collect fees and perform other administrative support tasks.
- Driving is an essential function of this position.

Secondary Job Functions:

- Order recreation program materials and supplies.
- Respond to public inquiries in a courteous manner, providing information within the scope of knowledge or refer to appropriate individual.
- Perform other related duties, as assigned.

Qualifications:

Knowledge of:

- Rules, practices, techniques and equipment used in a wide range of recreation activities.
- Basic methods and techniques of scheduling.
- Principles and procedures of record keeping.
- Modern office procedures, methods and equipment, including computers and applicable computer software applications.
- Effective customer service techniques and principles, including skill in working with diverse populations.

Ability to:

- Learn the basic operations, services and activities of the city's comprehensive recreation program.
- Learn a wide variety of recreation facilities, including daily operations and equipment.
- Assist in the planning and implementation of a wide range of city recreation programs, classes, events and activities for all ages and ability levels.
- Provide administrative support for recreation programs.
- Learn to lead program participants in recreational activities in assigned areas.
- Learn to assist in promoting recreation activities in the community.
- Assist in operating and maintaining recreation facilities.
- Schedule parks and facility usage.
- Set up and take down equipment for recreation programs and special events.
- Learn methods and techniques of planning, organizing and supervising recreation programs.
- Maintain accurate records and files.
- Operate office equipment, including computers and supporting word processing and spreadsheet applications.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Communicate clearly and concisely, both verbally and in writing.

Education and Experience:**Minimum Criteria:**

High School Diploma, GED or equivalent skills, knowledge and abilities to successfully perform all the functions of the position. Possession of or the ability to obtain First Aid/CPR Certification and blood borne pathogens training.

Preferred Criteria: *(In addition to Minimum Criteria)*

One year of experience working in sports or recreation programs.

Special Requirements:

- Age 18, or older.
- Possession of a valid Washington State driver's license and a driving record that is considered satisfactory in accordance with city standards.
- American Red Cross CPR, First Aid and Bloodborne Pathogen Training or the ability to obtain this training within 6 months of starting this position.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing, standing, walking, stooping, kneeling, balancing for prolonged periods. Visual acuity must be such to allow for effective performance of administrative tasks on a computer.
- **Frequent Demands:** Driving, climbing, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a compute; moderate lifting and carrying.