



Job Title	Recreation Assistant	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	5	Job Code	16522

Class Specification – Recreation Assistant

Summary Statement:	
The purpose of this position is to perform work assisting in the coordination and conduct of programs and activities of various recreation services; implement assigned recreation and athletic programs; to monitor the operations of contract instructors; and monitor program participants and instructors for recreational programs in joint-use and city facilities and to perform a variety of duties relative to assigned area of responsibility.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
70%	Develops and leads a variety of recreational, athletic, instructional programs, trips, and special events; maintains awareness of new trends and instructional techniques; oversees the registration process for assigned programs; maintains detailed participant lists; contacts participants as needed; oversees the operations and activities at assigned recreational facilities and areas; ensures that participants and staff adhere to safety guidelines; and administers first aid if necessary.
15%	Coordinates public transportation to and from recreational facilities as necessary; consults with program participants as needed to ascertain transportation needs; maintains a variety of files and records; updates as needed; prepares correspondence and reports; monitors the collection of fees and payments as assigned; maintains financial logs and ledgers; and makes daily bank deposits.
15%	Maintains a detailed inventory of recreation program equipment and supplies; orders supplies; recommends new purchases; and attends various meetings and seminars in assigned program area.



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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Standardized Skill Requirements: Work requires the use of standard technical skills appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Completion of the twelfth grade (high school diploma or GED) supplemented by college level coursework in recreation, physical education, or a related field.

Experience: One year of full-time recreation program experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

CPR certification (cardiopulmonary resuscitation)	Within 3 months of start date
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First Aid Certification	Within 3 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Daily
Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Several Times per Month
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: August 2014