

# **City of Escalon**

## **RECREATION ASSISTANT**

### **DEFINITION**

Under direct supervision of the Recreation Director, assists in the planning, coordination and supervision of specialized City-wide recreation or sports programs; performs related work as assigned. This is a temporary, part-time position.

### **CLASS CHARACTERISTICS**

Recreation Assistant I: This is an entry level class and performs more routine tasks and duties. Employees at this level may typically have only limited related work experience.

Recreation Assistant II: This is a full journey level class and is distinguished by the performance of a full range of duties as assigned including the ability to work independently while exercising judgment and initiative. This level must possess all of the qualifications of a Recreation Assistant I, in addition to those listed below.

**EXAMPLES OF DUTIES** Duties may include, but are not limited to:

#### Recreation Assistant I

- Leads recreational activities, such as sports, games, music and arts & crafts.
- Onsite supervision of children participating in recreation sponsored programs.
- Updates brochures, flyers and poster layouts and prepares mailing lists.
- Helps with special events and activities such as sports tournaments.
- May work at any or all of the City recreation sites, including but not limited to the snack bar or at the swimming pool.
- Provide a wide variety of routine clerical work including answering the phone, customer service at the counter, filing and copying.
- Performs related duties as assigned.

#### Recreation Assistant II

- Coordinates and monitors materials and supplies necessary to conduct program.
- Assists in organizing and directing volunteers in various recreation programs and special events.
- Assists in recreation program planning, organization and implementation.

### **QUALIFICATIONS**

*Knowledge of:*

#### Recreation Assistant I

- Recreation program activities including games, hobbies and athletics.
- Rules and regulations related to team sports.
- Community recreation needs for all age groups.
- Computer word processing, spreadsheet, database and project management programs.
- Modern office procedures, including equipment and filing systems

### Recreation Assistant II

- Team sport scheduling, including selection and coordination of team schedules.
- Basic supervisory principles and practices.

*Ability to:*

### Recreation Assistant I

- Work flexible hours, including evenings and weekends, as the number of hours per week will change based on seasonal work load.
- Appear for work on time.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course and scope of the work assignments.
- Follow directions from a supervisor.

### Recreation Assistant II

- Coordinate and organize youth and adult recreation programs, prepare and distribute publicity concerning new or existing programs.

## **EDUCATION AND EXPERIENCE**

Recreation Assistant I: Any combination of education, training and experience which is likely to provide the required skills, knowledge and abilities for the job duties would be accepted for employment. Experience working with school age children is desirable.

Recreation Assistant II: Six months experience working at the Recreation Assistant I level.

## **SPECIAL REQUIREMENTS**

Recreation Assistant I: Valid California's Driver's license. Must be fingerprinted and cleared through the Department of Justice.

Recreation Assistant II: Valid California's Driver's license. Valid first aid and CPR certification, or ability to be certified within three months of hire. Must be fingerprinted and cleared through the Department of Justice.

## **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk, hear or walk; stoop, bend, lift and/or move up to 50 pounds; use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms. Specific vision abilities required by this job include close and faraway vision and the ability to adjust focus. Work is performed in a variety of weather conditions with exposure to the outdoor elements. The employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet, cold and/or hot humid conditions.