

## RECREATION PROGRAMS ASSISTANT

Salary Range: \$30,040 - \$46,562

### General Statement of Duties

Performs intermediate skilled human support work assisting with the development and implementation of recreational programs and events for all age groups, providing administrative support for the department, providing information to the public on available programs and events, preparing and maintaining records and files, and preparing reports.

### Qualification Requirements

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

### Distinguishing Features of the Class

An employee in this class assists with developing and implement recreational and leisure time activities and provides the administrative support for the department. Work includes assisting in planning and conducting activities, supervising practices and games, registering participants for activities and taking and accounting for registration fees. Work involves considerable public contact with participants, parents, coaches, officials, volunteers and instructional personnel. The employee also assists with ordering, maintaining and inventorying equipment and supplies needed in the programs and maintaining athletic fields. Work is performed in accordance with departmental rules and policies and requires judgment and discretion in the application and interpretation of programs, game rules, and procedures. The employee is subject to the hazards in parks and recreation work including working in both inside and outside environments, in hot and cold temperatures and noise, working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment. Work is performed under the limited supervision of the Parks and Recreation Director and is evaluated through observation, discussions, program effectiveness and feedback from participants.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Assists with planning, organizing, and conducting recreation sports and activities.
- Observes and evaluates athletic events, practices and games for quality of competition, proper use of equipment and facilities and for sportsmanship; enforces rules, policies, and regulations for participant behavior; evaluates programs for participation levels and attainment of program objectives; recommends changes to programs.
- Participates in the maintenance of fields and facilities; mows, weeds and lines fields; assembles nets and goals, etc. needed for specific activities; assists with set up for classes and camps.
- Assists with placing orders for equipment and supplies needed for programs; maintains inventory; checks inventory of equipment and supplies to assure safe, up to standards and adequate supplies on hand; assures equipment is maintained and stored after each game and season; makes minor repairs to equipment.
- Coordinates employee wellness program.
- Attends meetings related to recreational programs and events.

- Registers participants for various recreational programs and events; collects fees and completes deposit forms; maintains various records of events; schedules times and secures locations for a variety of programs.
- Performs a variety of administrative tasks in support of the department's operations; answers phone and provides answers to inquiries about programs, schedules, registrations, etc. Assists in the formulation and execution of departmental rules and policies.

#### Additional Job Duties

- Operates a passenger van to drive participants on field trips.
- Performs other related duties as required.

#### Recruitment and Selection Guidelines

#### Knowledges Skills and Abilities

- Thorough knowledge of County and department policies and procedures.
- Thorough knowledge of principles, practices, trends and methods of public recreational and leisure time programs.
- Thorough knowledge of standard resources, materials, and facilities utilized in a public recreational program.
- Thorough knowledge in preparing reports and other types of correspondence.
- Thorough knowledge in the use of standard office equipment and associated software.
- Thorough knowledge in the use of the equipment required for the position.
- General knowledge of accounting, purchasing and budget policies and procedures.
- Ability to coordinate the work of part-time, seasonal and contracted employees and volunteers.
- Ability to express ideas effectively in written and oral forms and to deal tactfully, courteously and in a firm manner as necessary with the public.
- Ability to use sound judgment and to enforce rules and regulations with tact and firmness.
- Ability to communicate effectively in oral and written form.
- Ability to make arithmetic computations.
- Ability to compute, rates, ratios and percentages.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, program participants, parents and volunteers.

#### Physical Requirements

- Must be able to physically perform the basic life operational functions of sitting, stooping, kneeling, crouching, crawling, climbing, balancing, reaching, standing, walking, pushing, pulling, lifting, fingering, feeling, grasping, talking, hearing, tasting, smelling, and repetitive motions.
- Must be able to perform work exerting up to 100 pounds of force occasionally and up to 50 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze written and computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

#### Desirable Education and Experience

Graduation from a community college with an Associate's degree in recreation administration, or related field and moderate experience in recreational programming, or an equivalent combination of

education and experience.

Special Requirements

Possession of a valid North Carolina Driver's license.