Job Title: Recreation Assistant
Department: Community Services
Employment Status: Part-time
FLSA Status: Non-exempt
Hours: Monday through Friday flexible schedule; various weekend hours as scheduled
Pay Range: $12.50 per hour

Scope of Work
Responsible for assisting in a variety of recreational sports activities designed to meet the needs and interests of the community. Set up/take down for various events. Hours worked will range from 20 to 25 hours per week or as needed for special events.

Supervision Received
Reports to the Mayor

Requirements of Work
Education: High School diploma

Essential Duties and Responsibilities
• Responsible for the issuance, care and maintenance of recreation supplies and equipment.
• Establishes and maintains positive working relationships with schools, public agencies, and community organizations to provide quality programs to the community.
• Assist in marketing recreation programs and events.
• Assists in planning, scheduling and conducting tournament leagues and events.
• Work with Public Works to ensure parks and fields are ready for public use, safe, and clean.
• Performs under various weather conditions.
• Work harmoniously and cooperatively with fellow employees and the public.
• Check all rooms before recreational use begins and after.
• Supervises recreation activities and programs for all ages.
• Monitors inventory of sports supplies.
• Maintains records and prepares reports for programming
• Perform all job duties as assigned

Qualifications
• Experience working in a recreational facility
• Experience in Microsoft Office and Outlook
• Knowledge of organized recreational and athletic activities
• Must be certified in First Aid and CPR
• Must be able to create and/or distribute flyers for special events
• Excellent verbal communication skills, with the ability to avoid inappropriate conversations.

Necessary Special Requirements
Valid driver’s license; ability to pass a drug screen, physical and background check.

Physical Demands
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. The employee must occasionally lift and/or move 25 pounds or more.