

Recreation Assistant

DEFINITION

Under general supervision, assists in creation, implementation, and promotion of a variety of community recreation services and programs; performs other related work as required.

DISTINGUISHING FEATURES

This is a journey level class distinguished from higher classes by the level of supervision received and supervision exercised. This classification assists the department in organizing and scheduling program tasks, staff, instructors, and/or volunteers. Positions in this class are assigned projects by the department head or their designee and have some flexibility in determining the timing, processes, and steps of each project and may function independently at times.

EXAMPLES OF DUTIES

1. Performs a variety of administrative and program functions in support of a comprehensive recreation department and assists in the development and implementation of programs.
2. Assists in planning, developing, organizing, scheduling and conducting a variety of programs and activities for the community such as aquatics, athletics and sports, recreation classes, youth and teen activities and services, community events, senior services, registration, and facility rentals.
3. Assist with developing and distributing marketing materials, brochures, announcements and fliers for recreation programs.
4. Coordinates a department-wide social media plan using a variety of platforms to expand the Department's marketing efforts
5. Assist in fund development for recreation programs
6. Conducts data entry and reporting using recreation registration programs and database applications
7. Establish and maintain program files; processes invoices, vouchers and other forms as necessary within assigned area of responsibility.
8. Attends meetings, hearings, workshops and training as required; act as department liaison to the community as needed with other departments, schools, nonprofit organizations, service organizations, and community representatives.
9. Assists with staff recruitment and training.
10. Helps coordinate contracts for classes and activities.
11. May direct the work of part-time staff as required.
12. Schedule may include evenings and weekends.
13. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or equivalent. Completion of at least two years with an accredited college with major coursework in education, recreation or a related field highly desirable.

Experience: Two years of relevant recreation experience.

Knowledge

Knowledge of the organization, objectives, services, principles, and practices of recreation and community programs; social media platforms especially as it pertains to marketing an organization's brand and advertising its programs and services; program content for specialized recreation and community services and activities.

Ability

Ability to effectively plan, organize, and coordinate the activities of assigned recreation and community programs; promote interest in recreation services; assist with development and implementation of recreation programs and services which meet community needs; possess strong customer service skills creating a positive environment; interpret and apply applicable federal, state and local laws and regulation; interpret, apply and explain established policies and procedures; establish and maintain accurate records; interpret and analyze information; clearly define problems and develop solutions; draw valid conclusions and project consequences of decisions and recommendations; prepare reports; meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively, establish and maintain effective working relationships with employees, volunteers, school officials, community groups, and the general public.

Other Requirements

First Aid, Red Cross or other specialized certifications may be required within first three months of employment, depending on assignment.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.