

COMMUNITY OUTREACH ASSISTANT

Position Code: 1303

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 346

Location: Parks & Recreation

Approval Date: 2023

General Statement of Duties

This position is responsible for assisting with the coordination and supervision of community engagement opportunities throughout the Town's park system, including help with planning activities and events, and facilitating requests from community members interested in holding events in Town parks. The position also helps manage the Department's volunteer program and special use facilities and amenities.

Distinguishing Features of the Class

An employee in this class assists the Community Outreach Supervisor with planning, coordinating, and implementing a variety of recreation and leisure time activities for the citizens of the community. Work involves planning and leading both indoor and outdoor activities for the general public. Work includes judgmental discretion in the application and interpretation of community activities. Extensive public contact is involved in recreation work including working in both inside and outside environment, in extreme hot and cold weather, noise, dust, and fumes. Duties may expose the employee to human body fluids, thus work is subject to OSHA regulations on bloodborne pathogens. Work is performed under the general supervision of the Community Outreach Supervisor and is evaluated by review of records and reports, in conference, and by an appraisal of the general effectiveness of recreation and leisure time activities.

Duties and Responsibilities

Assists with the development, planning, organizing, and coordinating engaging programs for various age groups.

Assists in maintaining supply inventory for all programs or activities.

Assists volunteer groups with park improvement projects.

Leads the Mobile Recreation unit program which includes the purchase and management of resources.

Leads the outdoor book trail program in various parks.

Assists in the oversight and engagement of various park amenities which may include, but are not limited to, an outdoor pool, splash pads, and skate park.

Assists fellow employees who specialize in art and nature programs.

Assists with town-wide special events when needed.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

General knowledge of the principles, practices, and policies of recreation programs and activities.

Knowledge of standard resources, materials, and facilities utilized in a public recreation program.

Working knowledge of recreation interests and activities in the community.

Ability to express ideas effectively in oral and written forms.

Ability to deal tactfully, courteously, and firmly with the public.

Ability to establish and maintain effective working relationships with volunteers, community groups, co-workers, employees, superiors, and the general public.

Ability to think creatively and plan a variety of engaging activities for the public.

Ability to safely and effectively drive a vehicle while pulling an enclosed trailer.

Physical Requirements

While performing the duties of this job, the employee is frequently involved in some combination of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and hearing. Hand and finger dexterity is required to operate equipment. This position involves heavy work requiring the employee to exert up to 100 pounds of force occasionally; and/or up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects. Lifts and carries heavy equipment and/or materials (up to 50 pounds) to perform assignments.

Must possess the visual acuity to prepare and analyze data, to perform extensive reading, to operate a computer, to inspect the work of others, and to demonstrate and play various sports activities.

Minimum Education and Experience

High School diploma or GED and one to three years of experience in recreational, athletic, and leisure time activities; or an equivalent combination of training and experience.

Special Requirement

Possession of a valid North Carolina Driver's License.
CPR/First Aid certifications within six months of hire.