

RECREATION ASSISTANT

Position Code: 1455

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 346

Location: Recreation

Approval Date: 2023

General Statement of Duties

Assists in planning, coordination, supervision, and evaluation of a variety of recreational activities. Assists with facility supervision, rentals, and frequent customer service with the public.

Distinguishing Features of the Class

An employee in this class assists the Recreation Supervisor in the planning, coordination, implementation, and evaluation of a variety of recreation activities. Duties include supervising part-time employees, contract instructors, and/or volunteers engaged in organizing and conducting preschool, youth, teen, adult, and senior programs. Work requires help in managing a facility, scheduling and renting rooms, collecting fees, and leading programs. Extensive public contact is involved. Work is evaluated by observation, review of records and reports, in conferences, and by an appraisal of the general effectiveness of recreation activities.

Duties and Responsibilities

Assists with planning and implementation of a variety of recreation activities for various age groups.

Assists with the training and supervision of part-time employees, volunteers, and contract instructors.

Assists with facility's daily operation, opening, and closing of facilities, and maintenance.

Registers participants for activities, answers the telephone, assists visitors, and schedules facility rentals.

Performs related duties as required.

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 supervise the work of part-time staff, volunteers, contract instructors and participants.

Ability to coordinate a wide variety of recreational interests and activities into programs for all ages.

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 public.

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

Associate degree and two years of experience planning recreational, athletic, and/or leisure time activities; or an equivalent combination of training and experience.

Special Requirement

Possession of a valid North Carolina Driver's License.