

COMMUNITY CENTER ASSISTANT

DEFINITION

This employee is under the direct supervision of the Community Center Director. Employee is responsible for general maintenance and building supervision for the community center and surrounding grounds in absence of the Director.

ESSENTIAL JOB FUNCTIONS

- Assist the director with a variety of recreational activities for all ages, including senior citizen programs, youth sports programs and activities;
- Coordinate activities such as parties, tours, tournaments, league schedules banquets, dances, etc;
- Coordinate events and activities with event promoters;
- Assist with equipment setup and takedown for event and activities;
- Inspect condition of community center facility and order necessary maintenance and repairs as needed;
- Assist with membership and related records;
- Collect and receipt for fees as related to memberships, sports leagues, concessions and rentals;
- Supervise large groups, including children, both visually and audibly to ensure health and safety standards and the orderly integration of all programs;
- Oversee facility rental equipment and be familiar with building and equipment rentals for setup and takedown for special events and activities;
- Ensure promoters, public and employees adhere to city safety rules and regulations;
- Assist with Sports management; organize teams, schedules, uniforms, coaches, and volunteers.

OTHER JOB FUNCTIONS

- May be required to carry, push, pull, drag or hold up to 50 pounds of furniture or equipment;
- Required to perform minor maintenance duties;
- Must be able to work flexible schedules to include evenings and weekends;
- Perform other work as assigned.

KNOWLEDGE AND ABILITIES

- Knowledge of techniques and methods to supervise recreational activities;
- Knowledge of equipment used in various games, sports, and other recreational activities;
- Knowledge of computer, software, and word processing programs as related to recreational facilities;
- Ability to plan, initiate, organize, and supervise activities geared towards senior adults;
- Ensure safe practices are used and provide safety training for personnel;

- Ability to communicate and maintain an effective and courteous relationship with employees, general public, facility lessees, attendees, and participants.

QUALIFICATIONS

- Any combination of experience and training equivalent to:
 - High school diploma or GED;
 - One (1) year experience in assisting at a recreational facility and related programs;
- Maintain a valid driver's license;
- Employee must be in such physical condition as not to impair their performance of the required duties and may be required to take a physical examination given by a physician licensed in practice medicine in the state and designated by the city.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee in this job classification. Employee may be asked to perform job-related tasks other than those specifically presented in this description.

The city reserves the right to revise or change job duties as the need arises; this description does not constitute a written or implied contract of employment.

APPROVED BY MANAGEMENT

DATE: _____

Signature

Print Name

EMPLOYEE Receipt

DATE: _____

Signature

Print Name