

## City of East Ridge Job Description

Job Title: Recreation Assistant      Department: Parks and Recreation

Part-Time 25 Hours Per Week - \$12.00 Per Hour

### **GENERAL PURPOSE**

This employee reports to the Athletics Supervisor. This position is primarily stationed at the Community Center which has operating hours 8am – 9pm. Employee must be willing to work a flexible schedule that includes nights, weekends and holidays.

### **ESSENTIAL JOB FUNCTIONS**

- Assists the department with a variety of recreational activities for all ages including senior citizen programs, youth and adult sports programs and afterschool activities;
- Assists with setup and breakdown of events such as parties, receptions, meetings, luncheons, expos, dances, etc;
- Coordinates events and activities with event promoters;
- Employee is responsible for general cleaning of the Community Center and Pioneer Frontier Park which includes sweeping, mopping, trash / litter pick up, restroom sanitation and restocking of supplies as necessary.
- Inspects condition of Community Center and Pioneer Frontier Park facilities and requests necessary maintenance and repairs as needed;
- Assists with membership and related records;
- Collects and produces receipts for fees as related to memberships, sports leagues registrations, concessions and rentals;
- Supervises large groups, including children, both visually and audibly to ensure health and safety standards and the orderly integration of all programs;
- Maintains facility rental equipment inventory (tables, chairs, PA System) and is familiar with venue and equipment rentals;
- Ensures promoters and the general public adhere to city safety regulations;
- Assists with recreation program administration; organization of teams, producing game and practice schedules, ordering uniforms, selecting coaches and volunteers, working admission gates, working with umpires / officials, communicating with parents and reporting scores;
- Plans activities afterschool for students who are community center members;

### **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;
- Performs other work as assigned for the efficient function of the department.

### **KNOWLEDGE AND ABILITIES**

- Knowledge of techniques and methods to administer recreational activities;
- Knowledge of equipment used in various games, sports, and other recreational activities;
- Knowledge of computers, software, smartphones and word processing programs as related to recreational facilities;
- Ability to plan, initiate, organize, and administer activities geared towards senior adults, teenagers and active adults;
- Ensures 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 working at a recreational facility or with related programs and / or actively pursuing a degree in Recreation, Sports Management, Leisure Services, etc.;
- 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.*

***THIS POSITION IS OPEN UNTIL FILLED***

APPROVED BY MANAGEMENT

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

EMPLOYEE Receipt

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name