

COMMUNITY RECREATION ASSISTANT

DEFINITION

Under supervision, plans, organizes, monitors, conducts and evaluates a variety of sports, games, arts and crafts, special events, and related after school, recreation and community services activities for all abilities of participants in the community, in the field or at an assigned facility.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Supervisor II or designee. This class does not exercise supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Community Recreation Assistant is a specialized class in the Parks, After School, Recreations, and Community Services Department. Incumbents provide lead direction over temporary staff, plan, organize, and conduct a wide variety of recreation and/or support services to special events, and/or community service activities, i.e. music, drama, dance, arts and crafts, sports activities, teen, senior citizen, therapeutic and /or physical development programs, job skills development, maintain equipment and are responsible for participant evaluation, registrations and all necessary records, reports, and clerical functions. It is distinguished from the Recreation Specialist classification in that incumbents of the latter are responsible for planning, organizing and conducting specialized recreation and/or community service activities. Incumbents may be required to work holidays, nights and weekends.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(may include, but not limited to, the following:)

Plans, directs, conducts, and evaluates special events, recreational, social, cultural, therapeutic and/or physical development programs and other related activities.

Assists in orienting, training, instructing, directing and evaluating seasonal and temporary employees, summer youth employment personnel, interns and volunteers.

May request donations from community businesses for support of assigned programs.

Prepares required reports utilizing word processing and/or computer equipment.

Conducts and processes registration forms, assists in training sessions, and accepts payment of fees, for various programs.

Provides department information to the public.

Maintains inventory and orders supplies.

Contacts citizens, promotes programs, organizes and works with community groups and organizations to plan and provide for the delivery of services to meet their needs.

Fills in for program vacancies as needed.

Monitors the condition of buildings, equipment and grounds in providing for the safety of all participants and patrons.

Participates in all mandatory training programs provided by the City.

Assists with the staffing of special events and activities.

Conducts organized sports leagues and tournaments.

Performs other duties as may be required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Recreational and community service activities such as sports, games, arts, crafts, dramatics, music, job skills development, and the ability to assist in the coordination of special events.

Social services or related types of programs and services available to the community.

The Injury and Illness Prevention Program Manual and department safety policies.

Department policies and procedures, goals and objectives and chain of command procedures.

Skill to:

Operate modern office equipment including word processor and computer equipment.

Ability to:

Assess and provide support to the preparation of programs based upon community needs.

Speak and write clearly and precisely.

Effectively communicate and work with a diverse community.

MINIMUM QUALIFICATIONS

Experience:

Two years' experience in one or more special events, recreation, and/or special purpose community services activities

AND

Education:

Possession of a high school diploma or GED equivalency.

NECESSARY SPECIAL REQUIREMENTS

A valid Cardiopulmonary Resuscitation (CPR) and First Aid Certificate are required within 90 days of appointment.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____

ATS:GAK:ch:01/05/99

Revised: TJM:SCM:wgm:01/12/15