

PART-TIME RECREATION PROGRAM ASSISTANT POSITION

NATURE OF WORK –Under the supervision of the Recreation Director assist with program implementation, instruct assigned youth programs, run special events, obtain program sponsors and team coaches, and perform general office procedures. Work an average of 20 hours per week.

EXAMPLES OF WORK PERFORMED (The following examples are intended to be descriptive but not restrictive)

- Instruct and oversee assigned youth sports programs
- Plan and oversee special events
- Assist with program implementation
- Assist with training of coaches, referees, and umpires
- Obtain program sponsors, team coaches, sports officials, and volunteers from within the community
- Assist with the coordination and communication of staff, coaches, sponsors and parents to ensure programs are operating efficiently
- Assist the director with projects and tasks
- Assist the administrative assistant with projects and tasks
- Assist with day to day office operations and customer service
- Assist with the development and distribution of department flyers, brochures, press releases, inserts and ads
- Balance money drawer at the end of each business day or the next business morning as needed
- Assist with recreation employee timesheet preparation and submission for payroll
- Assist with preparation of site director and coach handbooks (policies, time sheets, attendance sheets, name badge, roster)
- Assist with updating the website
- Assist in managing the recreation Facebook page
- Assist with registrations and updating e-mail lists
- Assist with purchasing equipment, uniforms and supplies with approval
- Perform related duties as required

ESSENTIAL KNOWLEDGE AND SKILLS

An employee in this class upon appointment should have the equivalent of the following training and experience:

- Diverse knowledge of sports
- Ability to work flexible hours including evenings and occasional weekends
- Computer literate
- Ability to deal courteously and professionally with staff and public
- Must have valid driver's license