



RECREATION ASSISTANT

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Senior Recreation Supervisor, Recreation Supervisor
or Recreation Leader

Approved: September 1, 2010
Revised: April 19, 2016
Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of the Senior Recreation Supervisor, Recreation Supervisor or Recreation Leader provides leadership in instruction, staffing, supervising in-service training of staff and maintenance of recreation facilities for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Assists in the staffing, supervision, evaluation, and in-service training of assigned staff.
- Supervises instructional programs.
- Responsible for the maintenance of pertinent recreation facilities, as assigned.
- Assists with planning program schedules.
- Substitutes for staff as needed.
- Maintains all pertinent records of participants as needed to administer programs.
- Monitors participants and spectators to ensure a safe environment and follow proper protocol when accidents, injuries and incidents occur.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.



RECREATION ASSISTANT

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Minimum of 18 years of age.
- One (1) year or more of work experience in a leadership position with recreation field or similar program area.
- Obtain CPR, AED and First Aid certifications within 90 days of hire.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in a related field.
- Two (2) years or more of work experience in a leadership position with recreation field or similar program area.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Ability to obtain and maintain CPR, AED and First Aid certifications, within 90 days of hire.
- One (1) year or more work experience in a leadership position with recreation field or similar program area.
- Uses a personal computer and related software programs to create spreadsheets, reports and correspondence.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.



RECREATION ASSISTANT

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- One (1) years or more of work experience in a related field.
- Demonstrated work experience in a leadership position with recreation field or similar program area.
- Maintains CPR, AED and First Aid certifications, as job assignment requires.
- Demonstrated knowledge of clerical, accounting and organizational skills.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Any other physical requirements as job changes.