



# RECREATION ASSISTANT

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**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

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## **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

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## **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.



# REC'ING CREW ASSISTANT

## RECREATION ASSISTANT

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**Employment Status:** Part-Time  
**FLSA Status:** Non-Exempt  
**Reports To:** Senior Recreation Supervisor

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

### **JOB SUMMARY**

Under general direction of Senior Recreation Supervisor, responsible administrative and management functions in the coordination of the Rec'ing Crew programs.

### **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.

- Responsible for the safety, supervision and program development and implementation for the programs.
- Responsible for the guidance, safety of all children throughout the program and never leaving a child unattended.
- Administer and manage functions for one of the age groups in the coordination of the Rec'ing Crew program.
- Participate in hiring process for Rec'ing Crew Staff members with the Senior Recreation Supervisor.
- Train, supervise and motivate assigned staff to follow guidelines set forth in the Parent Handbook and in the Washington Township Policies and Procedure manuals.
- Hold weekly staff meetings to assure that each staff member understands and follows daily/weekly activity plans.
- Prepare activity calendar and supply lists for the Senior Recreation Supervisor during the last week of the month for the following month's use.
- Create computer generated forms to be used within the Rec'ing Crew program.
- Responsible for the care and maintenance of the provided equipment and assigned space when being used by the Rec'ing Crew.
- Drive a fifteen passenger van and perform daily inspections of the vehicles prior to departure, as assigned.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.



# REC'ING CREW ASSISTANT

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## **REPRESENTATIVE LIST OF RESPONSIBILITIES** *(continued)*

- 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.

## **REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma or equivalent.
- Minimum of 18 years of age.
- One (1) year or more of experience in a related field.
- CPR, AED and First Aid certifications (within 90 days of hire).

## **PREFERRED EDUCATION AND EXPERIENCE**

- Completed two (2) years of or graduated in the programs of Early Childhood Education, Elementary/Secondary Education or Recreation.

## **PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES**

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

- Possess CPR, AED and First Aid certifications, at the time of hire.
- One (1) year or more of experience in a related field.
- General knowledge of child development and recreation program planning.
- Exhibit competence with the children, caring and compassion with the children.
- Display patience, understanding and flexibility in meeting the needs of the children.
- Must present a positive and professional image.
- Strong customer service and inter-personal skills.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.



# REC'ING CREW ASSISTANT

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## **PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES** *(continued)*

- 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.

## **DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES**

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

- Maintains CPR, AED and First Aid certifications, as job assignment requires.
- 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.



# REC'ING CREW ASSISTANT

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## **PHYSICAL REQUIREMENTS** *(continued)*

- Ability to maintain a level of fitness that enables participation with the patrons during various programs.
- Grips, lifts, carries, loads and unloads from all necessary Township authorized equipment.
- Any other physical requirements as job changes.