

## **CITY OF AIRWAY HEIGHTS JOB DESCRIPTION**

**TITLE:** Recreation Assistant

**DEPARTMENT:** Parks, Recreation & Community Services

**REPORTS TO:** Parks, Recreation & Community Services Supervisor

**SUPERVISES:** Volunteers and program participants

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### **NATURE OF WORK:**

This position has responsibility for organization and supervision of children and adults that participate in the various programs offered by the Park, Recreation and Community Services Department. Will assist with the organization of youth and adult sports and will help arrange special events for the department. This position may be required to perform park maintenance duties as needed. This position interacts with citizens, community organizations, and other city staff. This position requires strong communication skills, the ability to provide and maintain a safe environment for children, and the ability to maintain records.

### **ESSENTIAL DUTIES:**

Organize, implement and supervise activities for the various recreation programs. Prepare and distribute material for publication about various programs and events. Organize youth sports including registration, recruiting volunteer coaches, arranging practice times, distributing equipment, schedule games and all necessary officials. Supervise classes, workshops, and special events. Respond to inquiries about programs. Other duties as assigned.

### **SKILLS AND ABILITIES:**

- Ability to develop and direct varied activities of a community recreation program.
- Ability to establish and maintain effective working relationships.
- Ability to communicate orally and in writing.
- Ability to use word processing and desktop publishing software.
- Ability to recruit, train and supervise volunteers to assist in the provision of recreation activities.
- Other duties as assigned.

### **PHYSICAL DEMANDS:**

The demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, or run. The employee uses hands to finger, handle, feel, or operate objects, tools, or controls; and reach

up with hands and arms. The employee is required to lift or move up to 50 pounds. Specific vision requirements are close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet when in the office or moderately loud when in the field.

**MINIMUM QUALIFICATIONS:**

The ideal candidate will have or be pursuing a degree in Recreation Management or related field. Two years experience in recreation services, preferably in community recreation (education can be substituted for experience).

Successfully complete a criminal history check.

Successfully complete a drug test prior to hiring.

Valid Washington State drivers license.

Must be able to obtain prior to hiring:

Food Handlers card.

CPR Card.

First Aid Card (training is available through the Fire Dept for CPR and First Aid).

**SELECTION PROCESS:**

City of Airway Heights employment application with resume attached.

Rating of education and experience.

Oral interview and reference check.

Criminal History check.

Drug screen and physical examination.

**ORIGINATION DATE:** September 22, 2004

**EEO CATEGORY:** Service Worker

**STATUS:** Non-Exempt

*The statements contained herein reflect general details a necessary to describe the principle functions of this classification, the level of knowledge and skills typically required and the scope of responsibilities, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance workload. This job description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.*

**Date:** \_\_\_\_\_

**Manager:** \_\_\_\_\_

**Employee:** \_\_\_\_\_