CITY OF MOORE
Job Description

Recreation Program Assistant

Job Code: 6626
Exempt: No
Department: Parks & Recreation
Reports To: Recreation Coordinator
Location: The Station at Central Park
Date Prepared: January 4, 2018

GENERAL DESCRIPTION OF POSITION

The Recreation Program Assistant will assist the Recreation Coordinator in managing, directing, and coordinating a variety of programs, activities of the recreation center, and summer day camps at the Moore Community Center. Position will help schedule, train and supervise staff, and be responsible for assisting and supervising adult and youth recreation programming, including volleyball leagues, basketball leagues, soccer leagues, other sports tournaments, summer day camp, sports camps, and educational classes and camps. Incumbent will also assist with City-wide special events and the development of programming in the activity room of The Station recreation center. To develop and maintain good relationships with the citizens and patrons. Responsible for establishing and maintaining great cleanliness, safety practices and procedures.

Note: The Recreation Program Assistant will be responsible for the safety, development, growth and skill achievement of children in a small group setting. This includes educational and recreational experiences focused on learning, fun, and team building. The Recreation Program Specialist will be responsible for the safety of staff and participants during field trips, while traveling on buses, and at The Station during activities including swimming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist with organizing, scheduling, supervising and evaluating recreation and summer day camp staff. Assists with assigning priorities and work, and training and instructing recreation and summer day camp personnel. Assists with recruiting, interviewing and recommending management and staff selections, coordinating activities, and acting on employee problems and issues.

1. Assist with obtaining Summer Day Camp accreditations and other necessary certifications or training.
2. Assist with planning, organizing, scheduling, supervising, performing and arranging recreation facilities maintenance and equipment operations. Assist in preparing equipment, supply repair inventories and cost estimates.
3. Assists in planning and coordinating youth and adult sports programs.
4. Assist in planning and coordinating outdoor activity programs.
5. Monitors safety issues and security of various facilities.
6. Assists in planning, designing and implementing a variety of recreation-related programs.
7. Assists in planning, designing and implementing a variety of art classes and programs for the multi-purpose room.

8. Analyzes and evaluates, or assists in the analysis and evaluation of operations and facilities for recreation operations needs and improvement. Assists with developing policies and procedures for recreation functions including but not limited to work rules, fees/charges, hours of operation, and contract services.

9. Plans, recommends, and/or implements employee training programs.

10. Participates in on-going training and development. Attends and participates in relevant seminars, workshops and conventions.

11. Ensures operations of recreation facilities comply with cleanliness and safety standards. Monitors operations for clean and safe operations. Resolves or recommends resolution to problems.

12. Assists in writing and implement a weekly schedule for camp group.

13. Organize and lead a variety of small and large group activities each week. Activities may include crafts, nature, songs, games, opening and closing ceremonies, swimming, archery, sports games, and field trips.

14. Identify and respond to camper behavior issues.

15. Ensure that the site is kept clean, organized, and free of litter.

16. Communicate with parents about participant’s experiences and report concerns to the Recreation Coordinator.

17. Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.

18. Know and understand how to implement all safety guidelines and emergency procedures associated with the camp program, including camper safety.

19. Help guide Summer Day Camp Specialists and Camp Volunteers to have a deeper understanding of leadership and counseling skills.

20. Provide outdoor supervision to staff and participants.

21. Provide Supervision to staff and participants on all field trips and trips to The Station Aquatic Center.

22. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to specific assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit infrequent opportunity for decision-making of minor importance and which would only affect the operating efficiency of the individual involved to a slight degree.
MENTAL DEMAND

High mental demand. Operations requiring intermittent directed thinking to carry out a predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

ANALYTICAL ABILITY/PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

SUPERVISORY RESPONSIBILITIES

Assists in supervising Recreation and Summer Day Camp Staff.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

ACCOUNTABILITY

FREEDOM TO ACT

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.
EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those of an outdoor/indoor work environment the employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, and outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here 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 and expectations.

Semi-repetitive, low physical activity work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to sit, use hands to finger, handle, or feel; frequently required to reach with hands and arms; and occasionally required to stand, walk. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Knowledge of:

- Basic office practices and procedures.
- Basic principles of business letter writing and basic report preparation.
- Technical and statistical report writing.
- Policies and procedures of department.
- English usage, spelling, grammar and punctuation.
- Principles and procedures of filing.
- Pertinent federal, state and local laws, codes and regulations.
- Office equipment, computers and word processing, database and spreadsheet applications.

Ability to:

- Concentrate and pay close attention to detail.
- Identify methods to maximize service effectiveness and efficiency.
- Communicate clearly and concisely, both orally and in writing; understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with public groups, agencies, school officials, the media and others contacted in the course of work.
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment.
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment.
- Make effective decisions concerning safety and maintenance.
- Evaluate and prepare reports, papers and other documents appropriate to the division; maintains and updates records and manuals.
- Work well independently.
- Interpret and apply applicable federal, state and local policies, laws and regulations.
- Work flexible hours, including weekends, evening, holidays and special events.
- Interpret and explain department policies and procedures.
- Operate and use modern office equipment.
- Perform routine mathematical calculations.

**Experience and Training Guidelines**

Any combination of the experience and education shown is qualifying.

Experience:

Four years of experience in developing, organizing, and managing indoor youth sports leagues in a recreation center or similar facility, or in program development for indoor classes, programs, and/or summer day camps.

Education:

A Bachelor’s degree in a sports, parks, recreation or a closely related field.

License, Certification and/or Training:
First Aid, CPR/AED certification or ability to obtain within the first two weeks of employment is required.

Experience or training in PC based applications including Word and Excel preferred.
WORKING CONDITIONS

Environmental Conditions:

Involves close work with the public, particularly youth, in a variety of settings including outdoors near pools, in parks, and other venues where there can be high heat, sun, and inclement weather. Also involves work in close quarters on buses during field trips with youth, and at various indoor locations.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; operate assigned equipment; may be required to operate assigned vehicle. Must be able to perform attached essential job functions.

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 25 pounds.

Employee must sit at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen.

Employee works in a City building at a workstation. Employee must tolerate a working environment with inside controlled temperature.

Employee works outside. Employee must tolerate sunlight, heat, bugs, grass and other outdoor conditions.