

RECREATION ASSISTANT - PART-TIME

JOB DESCRIPTION

Classification Responsibilities: A Recreation Assistant - Part-Time performs paraprofessional work assisting in organizing and conducting recreation, sports, cultural, and/or leisure time activities. Work may be accomplished in any one of several program/assignment areas and may include: assisting with developing, planning, and evaluating activities and events in a specialized program area; providing basic skill instruction; performing cash handling procedures, such as collecting fees for programs, services, or commodities and maintaining related records, directing group activities; maintaining facilities, equipment and supplies; opening and closing point of sale terminals, documenting overages and shortages, preparing deposits for review, transport deposits, and taking advance registration or reservations for facility use; directing group activities; maintaining facilities; organizing and directing Recreation Aides - Part-Time, Recreation Trainees - Part-Time, Non-Benefited, temporary or contract employees, and volunteers involved in recreational programming and maintenance; and equipment and supply inventory and care. Incumbents in this class may be rotated or transferred to other facilities, and/or assignments based on department or seasonal needs. This class performs related duties as required.

Adaptive Recreation Assignment: Assisting individuals of all ages and abilities; completing individual assessments, adapting activities for participants; and assisting individuals with transfer and personal care of participants.

Youth Sports Assignment: Training and scheduling sports officials; developing appropriate sports drills, and performing referee functions for youth sports programs and events.

Aquatics Assignment: Maintaining the Aquatics equipment and storage facility; completing office work that includes: data entry, inventory control, and program support; moving and setting up equipment (i.e., stage and sound system); and reviewing/training staff on cash handling procedures, and transporting deposits and forms to a centralized location.

Adult Sports Assignment: Updating game/sports standings; monitoring sports field schedules; and assisting with referee duties as needed.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Employees work under the general supervision of a Recreation Specialist, Recreation Programmer, Recreation Coordinator, or other full-time staff member until they become familiar with the fundamental routines of the recreation program area. Specific instructions are received in relation to work methods and procedures with the work subject to regular inspections and review to ensure maintenance of established standards. Because of the variety of duties performed by this part-time classification, employees must be able to work flexible hours and be available for weekend and evening work. This class is FLSA nonexempt (part-time and grant-funded). This class is FLSA exempt-recreational establishment (seasonal).

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Good (1 - 3 years) experience related to a recreation program area, depending on assignment.

Special Requirements. Must possess a valid Arizona Driver's License by hire date (*by assignment*). Cardiopulmonary Resuscitation (CPR/AED) and First Aid certification within 30 days of hire. Valid Department of Economic Security fingerprint clearance card level 1 within 30 days of hire; Department of Economic Security Article 9 certification; and Protective Behaviors Certification all within 30 days of hire (*Adaptive Assignment*).

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Experience in recreation, sports, adaptive, or instructional environment is preferred. English/Spanish bilingual skills are desirable. Experience organizing and conducting activities for individuals with disabilities; experience developing an Individual Service Plan (ISP); and/or Prevention and Support certification (*Adaptive assignment*).

ESSENTIAL FUNCTIONS

Communication: Communicates with other City employees, subordinate recreation staff, program participants, parents, and a diverse public that includes all age groups in order to conduct various recreation activities, and explain program policies and procedures. Instructs participants in individual and group activities. Trains subordinates working with various recreation activities, including volunteers. Completes documents, data entry and reports such as daily attendance, accident/incident forms, time records, evaluations, develops program lesson plans (*by assignment*) and tournament results, etc. Prepares marketing materials.

Manual/Physical: Maintains financial and activity records. Supervises the conduct of participant's activities, maintains discipline, enforces rules, and resolves disciplinary problems. Operates a variety of office equipment, computer, mobile devices, and audio-visual equipment. Meets program standards and objectives as outlined by supervisors. Meets program standards and objectives as outlined by supervisors. Inspects recreation equipment for proper working order and safety. Gives directions to volunteer staff. Observes participants during program activities to monitor for safety and health standards. Inspects recreation equipment for proper working order and safety. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various work sites to perform assigned tasks based on department or seasonal needs, transport equipment, supplies, and materials. Operating a City vehicle (15-passenger van), requiring a standard Arizona Driver's License to transport participants, and driving a city vehicle pulling an equipment trailer (*by assignment*). Maintains working area and equipment in clean condition. Maintains supply inventory. Assists with day-to-day housekeeping duties. Meets scheduling and attendance requirements. Moves and lifts recreational materials, such as

tents, tables, chairs, generators, and blow-up carnival type games, weighing up to 50 pounds, using a cart or other aid to assist with lifting, for distances of 100 feet or less.

Adaptive Recreation Assignment related duties also include: Adapts recreation activities to the needs of participants. Transfers participants in and out of wheel chairs and swimming pools. Assists participants with personal care tasks. Work may include adapting recreation activities to needs of participants. Lifting/transferring program participants in and out of wheelchairs and swimming pool.

Recreation Center Assignment related duties also include: Performing inspection of climbing wall, ropes, harnesses, and related climbing wall equipment; actively belaying participants including wearing a climbing harness, instructing participants on safety procedures; and proper harness fitting, performing pre- and post-safety checks. Work may include being physically active for 4 to 5 hours at a time.

Mental: Maintains records, provides on-site supervision, and organizes and directs the work of subordinates in recreation work, including volunteers. Learns and follows City policies, rules and regulations involved with activities of registration, publicity, and City policies. Comprehends and follows verbal and written instructions.

Knowledge and Abilities:

Knowledge of:

the philosophy and objectives of public recreation;
rules and regulations governing competitive athletic games, such as softball, basketball, baseball, etc.;
and
First aid, CPR, and AED methods and necessary safety precautions used in recreation programming.

Ability to:

maintain positive and effective interactions;
operate a cash register/point of sales terminal and perform simple mathematical calculations;
communicate effectively, both verbally and in writing; and
establish and maintain effective working relationships.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 7/16

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CS3333.DOCX	(Part-Time Benefited)	PAY GRADE: 36
CS3334.DOCX	(Part-Time Seasonal)	PAY GRADE: 36
CS3341.DOCX	(Part-Time Grant-Funded Seasonal)	PAY GRADE: 36
CS3300.DOCX	(Part-Time Non-Benefited)	PAY GRADE: 36
EEO-Para		IND-9063
JOB FCTN-PAR		SWORN-No
INCREMENTS	55-200	