

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 leisure activities. Work may include: assisting with developing, planning, and evaluating activities and events; providing basic skill instruction; performing cash handling procedures, commodities, and maintaining records, directing group activities; and maintaining facilities, equipment, and supplies. Work may include participating in the activities with participants, training staff, assisting with hiring staff, purchasing equipment, communicating with school officials, partner organizations, staff, and family members/caretakers. Work may require use of point of sale terminals or cash registers. May supervise and direct the work of Recreation Trainees, Aides, and volunteers. Incumbents in this class may be rotated or transferred to other facilities, and/or assignments based on department or seasonal needs. Work may include participating in the activities with participants, setting up tables, chairs, tents, and various equipment, and working evening, weekend and holiday hours. This class performs related duties as required. Assignments may include the following program areas: Adaptive, Adult Sports, Aquatics, Cashier, Fun'n'Fit, Recreation Centers, Special Event, Tennis Center, and Youth Sports.

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

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

Aquatics Assignment may also include: Maintaining the Aquatics equipment and storage facility; reviewing/training staff on cash handling procedures, and transporting deposits and forms to a centralized location.

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

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 or other full-time staff member. Employees may work independently once familiar with the routines of the recreation program. Work is subject to regular inspections and review to ensure maintenance of established standards. Because of the variety of duties performed by this 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 completion of the twelfth grade. Good (1 - 3 years) experience related to a recreation program area, depending on assignment.

Special Requirements. Must possess a valid Class D 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. Instructs participants in activities. Trains staff and volunteers. Completes documents, data entry and reports such as daily attendance, accident/incident forms, time records, evaluations, and tournament results (*by assignment*). Prepares marketing materials.

Manual/Physical: Supervises the conduct of participants, 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. Inspects recreation equipment for proper working order and safety. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to travel to various work sites or transport equipment, supplies, and materials. May operate a City vehicle (15-passenger van) pulling an equipment trailer (*by assignment*). 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.

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.

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. Comprehends and follows verbal and written instructions.

Knowledge and Abilities:

Knowledge of:

the philosophy and objectives of public recreation;
recreation activity and service areas;
rules and regulations governing competitive athletic games; and
First aid, CPR, and AED methods and safety precautions.

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 12/19

KM/ya/kc

CS3333.DOCX (Part-time, Benefited)

PAY GRADE: 36

CS3334 (Part-time, Seasonal)

PAY GRADE: 36

CS3341 (Part-time, Grant-funded, Seasonal)

PAY GRADE: 36

CS3300 (Part-time, Non-benefited)

PAY GRADE: 36

EEO-PARA

IND-9063

JOB FCTN-PAR

SWORN-No

INCREMENTS 61-200