

Classification: Part-Time, Seasonal
FLSA Designation: Non-Exempt
Department: Administrative Services
Last Updated: February 2024

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision of the Recreation Manager, assists with programs that include the After School Program, field trips, special events, summer camps, facility rentals and other youth, senior and community programs.

ESSENTIAL DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of various positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties may include, but are not limited to, the following:

- Directs and leads the work of lower-level staff assisting in programs or events.
- Assists in the development, promotion, and implementation of a diversified recreation program for all ages in accordance with community needs.
- Evaluates program effectiveness and recommends ideas for change.
- Oversees participants and volunteers in arts and crafts, sports, games, homework tutorials, and recreational activities.
- Accompanies participants on program outings.
- Perform general set-up, maintenance, and custodial duties (e.g., cleaning, arranging tables/chairs)
- Answer a wide variety of questions from the public about City events, programs, and services.
- Maintains a safe program environment and facility; conducts safety checks; administers first aid as required.
- Enforce rules, regulations, and policies, to maintain program discipline communicating with parents on a regular basis.



- Serve as a positive role model and leader.
- Assist in the inventory of program supplies and equipment.
- Handle cash transactions.
- Complete all required paperwork and reports.
- Provide courteous, tactful, and polite customer service to the public at all times.
- Performs other related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of leadership.
- Proper care and use of recreation equipment, materials, and supplies.
- City's recreational activities and special events in order to answer questions from the public.
- Techniques of instruction for conducting recreation programs in areas such as sports, games, arts, and crafts.
- Common sports, games, and recreational activities.
- Occupational hazards and standard safety practices.
- Cash handling, accounting, and record-keeping techniques.
- Modern office practices, methods and computer equipment and applications related to work.

Ability to:

- Lead lower-level staff and volunteers, including training, work planning, organizing, scheduling, and coordinating.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Make basic mathematical calculations with accuracy, count money and make change.
- Maintain equipment and facilities in a clean and safe manner.



- Multi-task, independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Conduct oneself in a professional manner.
- Function effectively under direct supervision and to develop effective working relationships with fellow City employees and the public.
- Effectively communicate both orally and in writing.
- Receive and follow oral and written instructions.
- Implement professional work habits including reliability, dependability, creativity, and demonstration of enthusiasm for the job.
- Sit or stand for extended periods of time.
- Work outdoors in varying weather conditions, work varying shifts, including nights, weekdays, and weekends.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Training: Possession of a high school diploma or general equivalency diploma (GED) is helpful to perform the essential duties listed above.

Experience: One year of recreation, customer service or related leadership experience relevant to the area of assignment is highly desirable.

Licenses and Certificates: Possession of an appropriate, valid California Class C Driver's License. Possession of, or ability to obtain and maintain within the first ninety days of employment, appropriate, valid CPR and First Aid certificates.

Must be at least 18 years of age as incumbents must complete and satisfactory pass Live Scan fingerprint screening or background check.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT



The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The City will engage in a timely, good faith interactive process to identify reasonable accommodations to enable qualified individuals to perform the essential job functions.

Environment: Work is performed primarily in outdoor recreational facilities and parks; travel to different locations; incumbents may be exposed to inclement weather conditions and may have some contact with chemical agents used in pool maintenance; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

