



***Temporary Employee  
Classification***  
Parks & Community Services

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## **Recreation Program Assistant**

### Job Task/Duties:

- Develops activity concept and direct implementation.
- Secures activity supplies/materials.
- Assures activity set up and clean up is accomplished.
- Manages the storage of equipment and supplies.
- Facilitates client communication and respond to concerns.
- Acts as City representative in the absence of supervisor.
- Works directly with clients/participants to facilitate smooth operations.
- Interprets policies and procedures for clients.
- Operates as "person-in-charge" of facility and/or activity.
- Prepares and provides shift financial reports as needed.
- Assigns tasks to other staff at Aide and Trainee levels.
- Assists supervisor with staffing, program participation and evaluation.
- Open and close assigned facility.

### Responsibility Level:

- Works independently with minimal indirect supervision.
- Provides both input and recommendations in decision-making process.

### Experience Level:

- Possesses an experienced level of knowledge, skills and abilities in program area.
- Possesses a comprehensive knowledge of all policies and procedures related to program area.
- Experience in emergency procedures and safety protocols.
- May have advanced coursework, certifications and/or licenses for program area.

### Knowledge:

- Activity theory and philosophy.
- Activity/facility protocols.
- Activity equipment and facility care and use policies.
- Principles and practices of accurate money handling.
- City policies and procedures.

Skills:

- Possesses CPR - First Aid certification.
- Provides basic staff training.
- Develops and implements program marketing and promotion materials.
- Determines problems and facilitates solutions.
- Establishes, facilitates and maintains effective working relationships.
- Provides excellent customer service.

Abilities:

- Develops program activities.
- Interacts with clients, staff and outside agencies and contractors.
- Provides leadership and direction for subordinate staff.
- Coordinates resources.
- Uses mature judgment and resolves conflict.
- Ability to work flexible hours.

ASSIGNMENTS WITHIN RECREATION PROGRAM ASSISTANT  
CLASSIFICATION

| <b>Division</b>  | <b>Program</b>     | <b>Assignment</b>                            | <b>Manager</b> |
|------------------|--------------------|--|----------------|
| Civic Arts       | Theatre            | Theater Assistant<br>House Manager           | Jorgensen      |
|                  | Environ. Ed.       | Camp Assistant                               |                |
|                  | Youth Services     | Youth Services Assistant                     |                |
|                  | Presents           | Special Events Assistant                     |                |
| Human Services   | Senior Center      | Facility Monitor<br>Senior Center Assistant  | Morley         |
|                  | RADD               | RADD Assistant                               |                |
| Leisure Services | Youth/Adult Sports | Facility Monitor<br>Sports Program Assistant | Spiller        |