

City of St. Helens

Job Title: Recreation Assistant
Department: Recreation
FLSA Status: Non-Exempt
Union: None
Created: May 16, 2018
Wage Scale: Recreation Assistant

GENERAL PURPOSE

This position is employed only seasonally and/or part time with the City of St. Helens. A variety of duties and tasks may be assigned. A pre-employment background check will be conducted by the St. Helens School District.

Hours per week: 0-20 (Sunday through Saturday). May work evenings and weekends.

SUPERVISION RECEIVED

Works under the general supervision of the Administration Department and follow directions from the Recreation Coordinator.

SUPERVISION EXERCISED

None.

JOB DUTIES AND RESPONSIBILITIES

- Attends and participates in staff meetings.
- As directed by Finance Director and Recreation Coordinator, oversees recreation activities to ensure proper use and direction.
- Monitors the maintenance of equipment, supplies and facilities.
- Assists with public relations duties such as preparing and distributing flyers, press releases, and brochures.
- Responsible for working with Recreation team to provide a comprehensive and diverse recreation program. Promotes health and wellness through overseeing the recreation activities as outlined on the approved recreation schedule.
- Provides clerical support, program registration, answers telephones, and maintains correspondence with other divisions or agencies; may respond to public inquiries about programs and development of the recreation program.
- May assist in the development of classes, schedules, and implementation of activities, programs, and coordinates with the recreation programs for facility usage; working alongside the school district or other outside agencies/businesses where facilities may be used for programs.
- Assist in site operations, opening and closing facility as assigned.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED equivalent.
- CPR/AED/First Aid certified (or ability to obtain within 2 weeks of hire date)

DESIRED QUALIFICATIONS

- Knowledge of word processing, spreadsheets, and other recreation related computer software.
- Knowledge of web-based activity programs (Eventbrite, Square, etc.)
- Knowledge of developing and administering recreation and youth city government programs
- Working knowledge of the rules of a variety of sports.
- Ability to work under stressful situations; ability to stay calm; have excellent problem solving skills.
- Ability to work evenings and weekends when necessary.
- Ability to participate in active sports and recreation activities; ability to organize and direct fitness and/or recreation programs
- Ability to establish and maintain effective working relationships with co-workers, public, news media and other departments and agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others.
- Ability to work under pressure and/or interruptions.

SPECIAL REQUIREMENTS

- None.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Recreation Assistant** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____