

Classification: Non-exempt

**Range: 100
(\$32,742 to start)**

City of Brush!

RECREATION ASSISTANT

General Statement of Duties: Answers directly to the Community Services Director. Responsible for assisting the Director in carrying out all functions of the Recreation Department.

Essential Functions:

- Perform fund raising activities
- Organize special events
- Promote and conduct Rec programs
- Perform monetary transactions for program registration

Examples of duties:

The following duty statements are not intended and should not be interpreted to be an exhaustive list of all responsibilities or skills associated with this position. Other duties and responsibilities are performed as assigned.

- Responsible for providing assistance to customers relating to recreation programs and activities.
- Required to perform office duties such as typing, answering phones, data entry, filing, copying materials, light bookkeeping and composing correspondence.
- Assists with the management and operation of community rental facilities and equipment.
- Assists in organizing, planning, scheduling and preparing for events and community trips; assists in execution of events and trips and seeing them through completion and clean up.
- Assists in or takes full responsibility of the supervision and management of staff in certain programs, as assigned.
- Responsible for managing programs as assigned.

- Collaborates, as directed, with other departments and agencies in planning, scheduling, implementing and executing special events.
- Assists with the management of inventory and ordering at The Course Café.
- Assists with menu development and cost determination.
- Assists with golf operations as assigned a The Course at Petteys Park.
- Assists in preparation and distribution of quarterly door to door material.
- Performs other duties as assigned by the Director of Community Services

Job Requirements and Difficulty of Work:

Required to work some evenings and/or weekends as part of, or in addition to, the regular 40 hour work week.

Ability to coordinate various activities at one time.

Good working knowledge of recreation and parks facility operations and municipal recreation program development and implementation concepts, principles and practices.

Knowledge of materials, equipment and methods related to Recreation operations.

The employee shall work well under pressure, meet multiple and sometimes competing deadlines.

The employee shall at all times demonstrate cooperative behavior with coworkers and supervisors.

The employee shall establish and maintain effective work relationships with employees and the general public.

Ability to write and communicate effectively.

Ability to deal with the general public and fellow workers in a cordial and professional manner.

Ability to assist in effectively developing, organizing and scheduling multiple and diverse programs simultaneously.

Willingness to maintain a flexible work schedule.

Ability to operate the point of sale systems at The Course at Petteys Park and within the Recreation Dept.

Physical Requirements and Work Environment:

The job's physical demand requirements place the position in the **Heavy** category according to the U.S. Dept of Labor's Dictionary of Occupational Titles, Volume II, Fourth Edition, Revised 1991.

Occasional (1%-33%)

Frequent (34%-66%)

Constant (67%-100%)

Requires sitting, climbing, squatting, crawling, stooping, kneeling and overhead reaching occasionally

Requires standing, walking and carrying frequently

Requires angular reaching, wrist flexion/extension, elbow flexion/extension, supination/pronation and grasping constantly

Must be able to one hand carry objects such as shovel, rake, hose, pool supplies and various hand tools constantly

Must be able to lift 12 pounds from waist level to overhead and back down occasionally at a rate of 60 repetitions per minute while operating the soil tamper

Must be able to lift 75 pounds from ground level to 38 inches occasionally while operating the field drag

Must be able to pull 98 pounds to 15 feet occasionally while moving picnic tables

Exposed to outdoor weather conditions, postural stresses, slick flooring and sharp tools; requires various awkward postures, reaching and twisting

Education:

High School Diploma or GED.

A minimum of two years education in a related field preferred but not required.

Experience:

Proficiency in MS Word, Excel and Outlook required.

Knowledge of and experience with ActiveNet Software a plus.

General knowledge of golf helpful.

Prior restaurant and/or catering background helpful.

Minimum of two (2) years experience coordinating parks and recreation department programs, municipal experience, experience with cash handling and office work preferred.