



## Rancho Simi Recreation and Park District

### Job Description

#### **P/T Program Assistant**

#### **Alternative Recreation Assistant/ Preschool Assistant/Special Events**

### **THE POSITION**

Under direction of either the Recreation Supervisor II or the Recreation Coordinator, this position is responsible for working as part of a team to provide program support and general assistance in the organization, monitoring and supervision of participants engaged in instructional classes, social events, excursions, and sports programs and leagues offered in either the community of Simi Valley or Oak Park. The position may work up to 15-25 hours per week, which may include some weekends and/or weeknights; hours and schedule may vary.

### **EXAMPLE OF DUTIES**

The Program Assistant position assists in the implementation of activities in different program areas, such as:

- Alternative Recreation Program
- Preschool Program
- Special Events

Each program area is unique and therefore requires specific knowledge and education, which may be obtained through previous work experience, advanced education, and formal or on the job training.

The essential functions of this position include, but are not limited to:

#### Alternative Recreation

- Provide input and assist with the development of activities for participants.
- Lead youth and adult participants with physical and/or mental disabilities in social and recreational indoor and outdoor activities.
- Oversee the care and safety of participants during program activities
- Maintain knowledge and ability to implement safety and emergency procedures
- Communicate effectively and clearly with all participants, staff, and parents/guardians

#### Preschool

- Assist Preschool Instructor with facilitating daily classroom instruction and activities
- Assist with daily classroom set up and clean up
- Interact with students during unstructured classroom and outdoor time in a positive manner encouraging activities and play that stimulates their development
- Appropriately supervise children while keeping them safe at all times
- Communicate effectively and clearly with all participants, staff, and parents/guardians
- Provide program ideas and assist with preparation of activities and special occasion events

#### Special Events

- Assist with set up and tear down of event specific equipment, materials and supplies, signage, admission and display areas, activity areas, etc.
- Assist with vendor check in and participant admission if applicable
- Monitor event activity area(s)
- Provide direction and event/District information as needed
- Assist with upkeep of site during event
- Assist with monitoring event participants

The duties of this position may change based on community demand and interest.

The position may perform other related non-essential duties as assigned and involves a high level of public contact.

### **EMPLOYMENT STANDARDS**

Position requires the ability to assess and identify the recreational and social needs of participants spanning a range of ages and abilities; excellent communication and human relation skills; ability to exercise independent judgment and work both autonomously and as a team player. Must have a professional and respectful attitude and be able to maintain a cooperative working relationship with a variety of people, make decisions independent of direct supervision, use good judgement and recognize problems or potential problems. Understand and carry out oral and written instructions. Meet and deal tactfully with the public and resolve conflict situations. Follow oral and written operating guidelines and procedures.

Certifications: Must maintain current certifications in CPR and First Aid and be able to utilize training in case of emergencies

### **Alternative Recreation and Preschool Programs**

Knowledge, Skills and Abilities: Graduation from high school, or G.E.D. equivalent. One or more years of college with Education, Special Education, or Therapeutic Recreation emphasis and two or more years of relevant experience in a classroom or in organized recreation programs for special needs population.

### **Special Events**

Knowledge, Skills and Abilities: Completion of three years of high school. Prior experience working in a public setting with direct customer interaction preferred. Ability to be punctual and work extended/irregular hours including nights, weekends and holidays. Ability to relate to all ages of the general public and be comfortable in a large crowd setting. Ability to work in a variety of both indoor and outdoor environments during all seasons of the year.

### **PHYSICAL ACTIVITY REQUIREMENTS**

It is expected that this position will require sitting approximately 60% of the time or more and standing and/or walking 40% of the time or more; occasional pushing/pulling, lifting, carrying of loads weighing up to 40 pounds. Requires occasional bending, kneeling / squatting, reaching overhead / stretching, climbing stairs, and working on rough and/or uneven terrain, some handling and dexterity. Work may be indoors or outdoors, and may include assignments at District community buildings, parks and/or other District facilities.

**RANCHO SIMI RECREATION AND PARK DISTRICT**  
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