



JOB DESCRIPTION

RECREATION ASSISTANT

THE POSITION

Under the supervision of a Recreation Coordinator or Recreation Supervisor, the position performs a variety of tasks related to the operations of District facilities, programs, and special events. This position works a 40-hour work week and may be assigned to work some weeknights, weekends and holidays; hours and schedule may vary. Summer months require scheduling on most Saturdays.

EXAMPLE OF DUTIES

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

- Inventory and oversight of recreation division main warehouse/storage areas
- Maintenance and repair of minor equipment
- Cleaning of district facilities, equipment, and furniture
- Purchase, delivery, and/or moving of supplies, equipment, and furniture
- Set-up, operation and care of audio and visual equipment
- Set-up, delivery, operation of movie screen
- Recruitment, scheduling, and general supervision of part time program staff
- Provide recommendations, as they relate to recreating programs, correspondences, and reporting
- Setting up and breaking down rooms used for classes, meetings and events
- Assisting departmental and interdepartmental staff with minor tasks

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires a minimum of one year of recreation program and event support experience. Must have a basic understanding of public address and projection systems; knowledge of the materials, tools, and supplies utilized in the care and cleaning of facilities, and repair of equipment; knowledge in the safe use of electrical power, generator, sound and lighting equipment; ability to exercise independent judgment and work both autonomously and as a team player; ability to work in a variety of both indoor and outdoor environments during all seasons of the year. Requires ability to read and understand written instructions. 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 and communicate recommendations for corrective measures.

License / Certification: Graduation from high school or equivalent, a valid California Class C Driver's License ~~with~~ and good driving record are required. Must maintain current certifications in CPR and First Aid and be able to utilize training in case of emergencies.

PHYSICAL ACTIVITY REQUIREMENTS

Position requires standing or walking 70% of the time or more; frequent lifting and carrying loads to 60 pounds and occasional pushing/pulling loads to 60 pounds; occasional lifting to 100 pounds; frequent bending, kneeling/squatting, reaching overhead/stretching, climbing stairs, working on rough or uneven terrain; occasional

crawling; frequent climbing of ladders, and the necessary dexterity for handling and operating equipment. This position may require the operation of some or all of the following equipment: portable stage, inflatable movie screen, generators, P.A., sound boards, speakers, theatrical lighting, portable concession machines, various hand tools (drills, saws, soldering irons, etc.), and District vehicles/trailers.

05/2021