

Job Title: Recreation Assistant

Job Summary: This is administrative work which involves assisting the Parks and Recreation Manager with coordinating and promoting a variety of recreational programs and special events for the Town.

Major Duties:

- Assists with scheduling, coordinating and administering programs, activities, games and special events;
- Assists with the preparation of department literature and content; distributes promotional materials through web page updates, social media, direct contact with local businesses, online marketing companies, news releases and other forms of information distribution;
- Schedules and monitors instructors, contract personnel, and volunteers;
- Monitors the use of facilities; ensures proper safety procedures, guidelines and Town policies are followed;
- Coordinates programs; prepares and submits reports as necessary;
- Prepares and submits payments for instructors and contract personnel; collects program fees;
- Submits work orders for maintenance of Town sports facilities;
- Responds to recreation and event inquiries and provides customer service for all recreation programs to the general public;
- Researches innovative approaches to revitalize traditional park programming for diverse demographics
- Performs other duties as assigned.

Knowledge Required by the Position:

- Knowledge of the principles, techniques, methods, supplies and equipment applicable to municipal sports and recreation programs;
- Knowledge of public relations best practices and principles;
- Skill in using a variety of computer programs and modern office equipment for administrative functions;
- Excellent customer service skills;
- Effective written and oral communication skills;
- Ability to perform basic mathematical and accounting functions;
- Ability to maintain records and create reports;
- Ability to work well with others;
- Ability to establish and maintain effective working relationships with coaches, instructors, other Town personnel and the public.

Supervisory Controls: The work of this position is performed under the supervision of the Recreation Manager.

Guidelines: Guidelines include Town and departmental policies.

Complexity: The work consists of a variety of administrative and clerical duties.

Job Title: Recreation Assistant (Continued)

Personal Contacts: Contacts are typically with co-workers, recreation facility users, coaches, instructors and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information and provide services.

Physical Demands: This work is typically performed indoors with the employee sitting at a desk, with occasional bending and lifting and traveling to Town recreational facilities. Town events require working outside in varying weather conditions. Occasional lifting, carrying, pushing, or pulling of event supplies, tables, chairs, signage, and equipment (up to 40 pounds).

Work Environment: Work is typically performed in an indoor office environment with site visits and outdoor events required.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High school diploma or equivalent required; two (2) years of recreation programming or related administrative work experience preferred; CPR and AED certification preferred; valid State of Georgia Driver's License and satisfactory Motor Vehicle Record; equivalent combination of education and experience.