

**Job Title: Recreation Assistant**

**Job Summary:** This is administrative work which involves assisting the Recreation Events Programmer 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 a quarterly department brochure; distributes promotional materials through web page updates, cable information, 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 from the general public; provides customer service for all recreation programs to Town residents;
- 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 Events Programmer.

**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.

**Work Environment:** Work is typically performed in an indoor office environment with site visits 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.