

KENT COUNTY POSITION DESCRIPTION

Department of Community Services

Division of Parks and Recreation

Excluded, GRADE 1

Temporary/Contractual Position with No Benefits

Hours vary as needed, but averaging 20/hrs/week

Currently pays \$10/hr.

RECREATION ASSISTANT

GENERAL STATEMENT OF DUTIES: Performs varied recreation program services at the County Recreation Center or other County facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for providing basic customer and programmatic services such as directing users, check out/in of equipment and participants, running score boards/clocks, general facility set up, minor custodial services, and general and specific program supervision and security responsibilities. The incumbent will work a part-time flexible schedule, which includes evenings and weekend hours.

ADA REQUIREMENTS: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, stooping, reaching, walking, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

EXAMPLE OF WORK: (Illustrative only)

Direct visitors/participants to program areas;

Inspect and set up recreation equipment;

Distribute and account for program supplies (balls, etc.);

Explain program/facility rules and regulations;

Respond to requests for recreation program and related information;

Assist with facility set up for special events/activities;

Maintain floor surfaces as necessary for safety and remove hazards;

Lock and unlock doors as needed;

Provide general facility supervision and security.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to learn recreation center procedures; ability to communicate effectively both orally and in writing; ability to tabulate and compile data accurately; ability to perform detailed tasks; ability to calculate, collect and account for program fees; ability to learn to operate computerized receipting system; physical ability and stamina to maneuver sports equipment and standards; working knowledge of sports equipment and standards; ability to interact well with people; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework, or G.E.D., excellent customer service skills, and gymnasium based sports/recreation experience, or any combination of experience and training, which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Possession of or completion of County approved CPR and first aid course(s) within 12 months of hire. Direct deposit of pay required.

Employee Acknowledgement

Eff. 03/01/16
Rev. 01/18/18