

JOB DESCRIPTION

Essex County, VA

Job Title	Recreation Program Assistant
Department	Parks & Recreation
Category	Part-Time/Seasonal
FSLA	Non- Exempt
Pay Grade	
Report to:	Camp Leader or Program Leader
Supervises:	MA

JOB SUMMARY/PURPOSE

This position performs work conducting recreational After-School and Camp program or serve as an official at school facilities under the direction of the Camp Leader or Program Leader and requires working varied hours based on the After-School or Camp schedule or Recreation Program Game/Event schedules. The position implements daily activities for the children based on director or schedule to insure a safe and fun program. The Program Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists in planning of the Recreation After-School or Camp Programs or Recreation Program Games/Events under direction of supervisors;
- Implements the daily activities and programs at the recreation After-School and Camp programs and Recreation Program Games/Events;
- May serve as a referee as needed or qualified;
- Oversees attendants/children ensure they are safe and participating in programs;
- Assists with Set up and dismantling program materials and sports equipment, make sure school property is clean;
- Assists with proper maintenance of all County and School Facilities and equipment used in After-School or Camp Programs and Recreation Program Games/Events;
- May accept program fees and collects other payments as needed;
- May maintain inventory of supplies used and maintain attendance reports;
- Reports problems to supervisor;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with parks and recreation trends and maintains CPR and First Aid certification;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Some High school education or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job. Experience working with school children or recreational programs or summer camp programs preferred

Licenses or Certificates:

- CPR and First Aid certifications within 3 months of hire

Knowledge, Skills and Abilities:

- Some knowledge of recreation programs, and supervision of children;
- Some knowledge of maintenance/use/care of facilities and equipment;
- Ability to implement programs for children;
- Ability to supervise activities and children;
- Some ability to maintain records of participation, supplies used, and money collected;
- Ability to establish and maintain courteous and effective working relationships with employees, coworkers, program participants and parents;
- Ability to learn County and Departmental policies, procedures, rules, and regulations;
- Ability to work harmoniously with other employees and the general public in an effective and courteous manner;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills;
- Ability to follow oral and written instructions;
- Ability to maintain confidentiality about children;
- Ability to officiate large and small group activities for youth programs;
- Ability to enforce program rules and regulations and provide effective communication with participants.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	X
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – sports equipment, phones,			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel -arts & crafts			X	
Climbing or balancing - stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Smelling	X			
Bending, pulling, pushing		X		
Other-Driving	X			
Other-extreme heat working near wet conditions at the pool		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds -Lifting /Children			X	
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds -	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).