

CITY OF LOS BANOS

Job Description

POSITION TITLE	RECREATION ASSISTANT
DEPARTMENT	PUBLIC WORKS
DEPARTMENT CATEGORY	PART-TIME
EMPLOYMENT LEVEL	STAFF

DEFINITION

To organize recreational program activities; and to assist with the planning and implementation of special events. Monitors and assists program contractors and contractual agreements.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Parks and Recreation Operations Manager or higher level management personnel. May receive general supervision from other assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Reliable and dependable attendance and punctuality.
- Plan, create and distribute a variety of marketing and informational materials related to recreation programs and activities within the City.
- Prepare program and activity reports; maintain a variety of records and databases.
- Prepares publicity for events, including news releases, flyers, pamphlets, and brochures.
- Register the public for recreational activities; respond to questions and provide information to the public.
- Maintains a working knowledge of the computer registration program.
- Track expenditures and provide input for program budget needs.
- Assist with the planning and implementation of special events, as required.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Sets up and prepares for scheduled activities.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of office management, fiscal record keeping and scheduling.
- Personal computers including word processing, spreadsheets, and software used to produce marketing materials.
- Principles of customer service.

Ability to:

- Learn to develop, implement, supervise, and evaluate recreation programs and activities.
- On an intermittent basis, sit at desk for long periods of time; stand, walk, and bend while monitoring recreation programs; squat, climb, kneel and twist intermittently when setting up various recreation programs; perform simple grasping and fine manipulation; and lift for carry weight of 50 pounds or less.
- Understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff. Create recreation programs within allocated budget.
- Organize, prioritize, and coordinate work responsibilities.
- Maintain accurate records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with a variety of people who have various needs, interests, and abilities.
- Communicate clearly and concisely, both orally and in writing.
- Write and speak in clear and grammatically correct English.
- Physically perform the essential job functions of the job.
- Work effectively with the public, commissions, and governing boards.
- Understand and follow both oral and written instructions.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.

DESIRED QUALIFICATIONS

- Possession of certification in American Red Cross First Aid and Cardio Pulmonary Resuscitation (CPR).

10/17