



CITY OF GLENWOOD SPRINGS

PT RECREATION ASSISTANT

JOB CODE: 0051
GRADE: PA1

COMMUNITY CENTER
REVISED: 2-25-09

GENERAL STATEMENT OF DUTIES:

Position is responsible for numerous duties in relation to the recreational offerings of the Parks & Recreation Department and the Community Center. This includes sports, special events, leagues and tournaments, field trips, arts and crafts, outdoor activities and community center facilities. Responsible for the production of a quality recreational product ensuring the health and well being of the program participants and that their needs are being met, including, but not limited to; participant supervision, instruction, program production, customer service, cashier duties, and facility maintenance. Directly supervised by a Program Coordinator and/or program supervisor.

EXAMPLES OF DUTIES:

Help plan, develop, recommend and implement recreational programming. Seek out feedback and community input. Work may include on-site participant supervision, leading of activities and assisting the recreation leader. Maintain records on program enrollment and make suggestions for future program improvements. Inventory and manage the storage of appropriate program supplies. Provide information to Supervisor of material needs to run a quality program. Prepare daily material needs and program supplies. Must be familiar with general information regarding Parks and Recreation offerings and policies. Must be familiar with or able to be taught copying, filing and other office duties. Must be able to multi-task and be willing to be exposed to many different parks & recreation duties and to as many aspects of agency operations as possible. Equipment rentals, concessions, shop services, communicating facility schedules. Responsible for skate sharpening, activity registration, maintenance, janitorial, scorekeeping, and other duties assigned. This is a partial list of job duties.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

Applicants must be 14 years of age or older (specific areas may have higher age requirements). CPR and First Aid Certification must be obtained within 3 months of hire. If applicant is over 16, a valid driver's license with a good driving record is preferred. Applicant must possess the desire and ability to produce a quality product for the citizens of the community. Demonstrate strong customer service skills and be able to meet and serve the public effectively. The ability to work independently, use good judgment, take responsibility, diplomatically respond to and handle problems, and be an effective leader and role model. The ability to communicate clearly, concisely and effectively with other staff members, parents and participants, both orally and in writing. This is a regular part time position not to exceed 35 hours a week. Schedule is flexible with morning and afternoon hours and some weekends. Ice Rink specific: Scheduled hours are not guaranteed with scheduling priority given to the highest performers based on job performance and are only available during the ice rink season from Nov. to March. Due to the program nature, the position will sometimes require strenuous physical activity including: program participation and set-up, equipment loading and unloading, learn appropriate league or governing rules/guidelines, lifting children, kneeling, squatting, crouching, stooping and walking all frequently.

NECESSARY PHYSICAL REQUIREMENTS:

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|----------------|----------------------------|------------------------------|
| Lifting: | 10 to 40 pounds frequently | 40 to 75 pounds occasionally |
| Carry: | 10 to 40 pounds frequently | 40 to 75 pounds occasionally |
| Push/ Pull: | 10 to 40 pounds frequently | 40 to 75 pounds occasionally |
| Drive: | | frequently |
| Balance: | | frequently |
| Bend/ Stoop: | | frequently |
| Twist: | | frequently |
| Squat/ Crouch: | | frequently |
| Kneel: | | frequently |
| Crawl: | | occasionally |
| Walk: | | frequently |