

PARKS AND RECREATION ASSISTANT

General Statement of Duties

Performs athletic and recreation program planning, coordination, and administrative work for the Parks and Recreation Department.

Distinguishing Features of the Class

An employee in this class performs a variety of administrative duties in the management of parks and recreation activities for the Town. Recreation duties include preparing schedules, recruitment of coaches, officials and volunteers, acquiring sponsors, ordering equipment, coordinating or performing field preparation, supervision of practices and games, and evaluation of program effectiveness. The employee has extensive public contact with coaches, officials, participants, and parents; and requires considerable tact and diplomacy in resolving concerns. Administrative responsibilities include planning for program expansion, ensuring concession stands meet health requirements and assisting in establishing rules, policies, and other regulations to insure safe, effective and enjoyable programming. The employee is subject to the hazards in recreation work including working in both inside and outside environments, in hot and cold weather, and exposure to noise, dust, etc. Duties may expose the employee to human body fluids in emergencies thus is subject to the OSHA requirements on blood borne pathogens. Work is performed under the supervision of the Parks and Recreation Director and is evaluated by observation, discussions, reports, and public feedback of program effectiveness.

Duties and Responsibilities

Essential Duties and Tasks

Maintains a varied athletic program for the community's youth and assists in developing long and short range plans to enhance the overall program.

Plans, organizes, and schedules youth athletic programs such as basketball, baseball, football, softball, and soccer; coordinates intramural leagues; registers participants; collects fees; schedules fields for practice and games.

Recruits volunteer coaches, secures officials, teaches skills and game rules; conducts coaching clinics; referees or coaches games if needed.

Observes and evaluates athletic events, practices and games for quality of competition, proper use of equipment and facilities and for sportsmanship; enforces rules, policies, and regulations for participant behavior; evaluates programs for participation levels and attainment of program objectives.

Orders equipment and supplies; maintains inventory of equipment and supplies; assures equipment is safe, adequate and up-to-standards.

Participates in maintenance of ball fields, parks, gym, and concession stands.

Monitors the work of concessions stand employees to ensure compliance to health regulations.

Formulates and executes departmental rules and policies for activities and participation; enforces rules and regulations as required.

Coordinates and participates in the maintenance of fields and facilities; mows, drags, and lines fields; assembles nets, goals, batting cages, temporary fencing, etc. needed for specific activities.

Prepares and maintains a variety of computer and hard copy records and prepares reports as required.

Additional Job Duties

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of standard resources, materials, game rules, equipment and facilities utilized in a public recreation program including required maintenance of athletic fields and facilities.

Skill in dealing tactfully, courteously and firmly with program participants and the public and in collaborative conflict resolution.

Skill in managing multiple priorities and program requirements in recreational and athletic programming and facility maintenance.

Ability to function independently in the activities of the department.

Ability to communicate effectively in oral and written forms.

Ability to evaluate policies supporting the programs and activities of the department.

Ability to maintain data and statistics, to keep financial records and prepare accurate reports.

Ability to use sound judgment to enforce rules and regulations.

Ability to express ideas effectively in oral and written form and to deal tactfully, courteously and in a firm manner as necessary with the public.

Ability to establish and maintain effective working relationships with supervisors, program participants, parents, employees, volunteers, officials, and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, and hearing.

Must be able to perform medium heavy work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Must possess visual acuity to prepare and analyze data, do basic accounting, read extensively, operate a computer and motorized vehicles and perform maintenance tasks.

Desirable Education and Experience

Graduation from a two year college or university with an Associate's degree in business administration, physical education, or closely related field and considerable experience in planning, implementing, and managing athletic and recreation programs; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.