

# City of Seward

## Job Description



### Job Title: Recreation Assistant

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<b>Range:</b>	R8.0-R10.0	<b>Salary:</b>	\$16.23-\$17.94/hr
<b>Department:</b>	Parks & Recreation	<b>Approved by:</b>	T. Florence
<b>Reports to:</b>	Program Supervisor or designee	<b>Date:</b>	02/13/20
<b>Supervises:</b>	Seasonal staff, volunteers and independent contractors		
<b>Position:</b>	Regular, Full-Time		

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#### Summary:

Plans, markets, and facilitates recreation programming. Provides front line customer service at various parks and recreation facilities, e.g., at AVTEC gym under the Sports & Recreation division. Performs administrative and clerical tasks in support of department activities. Assists with developing, staffing, and directly facilitating adult & youth programming, including competitive & non-competitive team sports, leagues, tournaments, races, fitness activities, leisure classes, skills clinics, outdoor trips, and special events, such as festivals and holiday celebrations. Required to work mornings, evenings, weekends and holidays as necessary. May be required to work split and/or solo shifts.

#### Essential Duties and Responsibilities:

Planning, marketing, and organizing activity programs.

Setting up activity equipment such as tables, instruments, electronics, etc.

Maintaining and cleaning recreation equipment and facilities.

Conducting sports, games, and events; assisting participants during activities.

Performing administrative tasks such as filling out paperwork and answering telephones.

Ensuring participants' safety.

Prepares marketing materials, such as course descriptions, program brochures, and newsletters; uses social media and other forums to maximize community outreach and participation.

Maintaining records on program activities, attendance, and other pertinent information.

Performs other related duties as assigned.

#### Supervisory Responsibilities:

May serve as the "lead" team member during some shifts or shift portions for the Programs Divisions. May make recommendations on the development and discipline of subordinate paid and non-paid staff or volunteers.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or general education degree (GED) required. One year of general college courses desirable. One year experience working in an educational or recreational setting. One year experience working with the public. Experience in handling money, making change, writing receipts, depositing funds and simple report writing.

**Progressive Development:**

Each year on the Recreation Aide's anniversary date, the employee will be evaluated not only on his/her performance, but also on their professional development. The Parks and Recreation Director shall determine if the employee has received the required training and experience to advance from a range 8 to a 9, then from a range 9 to a 10. After the employee reaches a range 10, he/she shall remain at that range and receive annual step increases, if earned, in the regular sequence. If it is determined that the employee has not progressed to the next level, but has shown above satisfactory performance, he/she will be granted the regular merit increase of one step.

To progress to a range 9, the employee must facilitate at least one safety presentation on a relevant work topic, obtain and maintain a Red Cross Emergency Shelter Management training card, and lead an activity and participate in one SPRD Annual Leadership In-service and conduct a project beneficial to parks and recreation (such as on-line registrations, automated Punchcards or electronic sign-ins) to be mutually pre-determined with the Director.

To progress to a range 10, the employee must, attend one Alaska Recreation & Park Association Conference, develop one long-term and one short-term goal for one of the Programs Divisions, establish, coordinate and maintain a network of volunteers for the Sports and Recreation Division and document the doubling (100% increase) in either attendance and/or revenue at a Sports and Recreation event, as prescribed by the Parks and Recreation Director.

**Language Skills:**

Ability to read, analyze and interpret general business periodicals, game and sports rules books, software manuals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

**Mathematical Skills:**

Ability to add and subtract seven digit numbers and to multiply and divide. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of algebra and geometry.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

**Other Skills and Abilities:**

Knowledge of principles and objectives of public recreation; knowledge of activities comprising a community recreation program; facilities and equipment needed in a broad, recreational, youth program; human behavior, mental and physical hygiene as applied to recreational activities.

Possession of or ability to obtain a valid State of Alaska driver's license.

Ability to obtain Cardio Pulmonary Resuscitation (CPR) certification and First Aide certification if offered or required by Seward Parks and Recreation.

Ability to pass several, required, on-line safety trainings through Alaska Municipal League's Joint Insurance Association.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear.

The employee is frequently required to walk, stand and reach with hands. The employee is frequently required to use hands to type, catch, handle or feel objects, tools and supplies; and to occasionally stoop, stretch, climb, bend and lift, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The employee must regularly lift and/or move up to 15 pounds, frequently lift and move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

**Public Relations:**

Public relations will be an integral part of each employee's job. Employees will be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions including cold, snow, wind, rain, heat.

Within the work environment, the employee may be subjected to reports and conversations from participants reporting such issues as: physical or emotional abuse reports, concerns about sexual activity, social or mental stresses, and drug and alcohol uses and abuses. The employee must be able to deal with confidential matters and handle the stress accompanied with such knowledge.

The noise level in the work environment is often low to medium and occasionally medium to high.

Successful applicants must pass a background investigation and drug testing. Preference may be given to current City employees. A complete job description and employment application can be obtained from City of Seward Personnel Office, 410 Adams Street, (907) 224-4074 or by emailing [HR@cityofseward.net](mailto:HR@cityofseward.net) .

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