

Jurisdictional Class: Non-Competitive
Adopted: March 30, 2007
Revised: August 16, 2017

RECREATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility recreation tasks in assisting in the conduct of recreation activities at recreation or sports facilities, parks, camps, gyms, or other areas. Work is performed under direct supervision with limited leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinates and volunteers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the set-up, conduct, and instruction of children in recreation programs including but not limited to basketball, soccer, bowling, badminton, volleyball, and table game leagues;
Assists in the set-up and conduct of dances, tournaments, story-telling sessions, and other special events;
Assists with the officiating at athletic contests;
Acts as timer or scorekeeper operating stop watch, score clock, or other timing/scoring devices;
Keeps statistics for games either in scorebook or other means;
Assists with the chaperoning of trips and other group activities;
Assists in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, and similar activities and maintains order;
May operate a movie projector;
May direct persons entering recreation center, park or other facilities to proper seating, collect admission fees, issue tickets, and assist with membership enrollment;
Distributes and collects equipment;
Maintains, checks, cleans, disinfects and repairs equipment;
Administers basic first aid when necessary;
Make up schedules for sports and special events;
Locks and unlocks doors and gates to recreation areas, parks, and facilities;
Keeps simple records and reports of attendance, activities, usage of equipment, and facilities;
May assist with the preparation of athletic fields, courts, and related recreation facilities by putting up nets, and marking boundry lines;
If required, verifies that persons using facility have been properly trained and directs participants to training materials;
Enforces regulations and maintains authority in locker rooms, at swimming areas, skating rinks, gym, parks, and other recreation facility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the organization and conduct of several types of sports, games, hobbies, or other recreational activities;
Working knowledge of basic first aid;
Ability to read, write, and follow simple directions;
Ability to maintain simple records;
Ability to work with groups of people of all ages;
Ability to give and enforce simple directions;
Ability to collect fees and make change.

MINIMUM QUALIFICATIONS: Must be at least 14 years of age and possess working papers.