

CITY OF IRWINDALE

RECREATION ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, assists in planning, promoting, coordinating, and conducting a variety of recreation activities, programs, and services; performs a variety of general office support, clerical, and routine administrative work; receives and directs telephone calls and visitors; sorts, logs, and maintains a variety of files and records; and assists citizens and the general public and provides information related to specific area of assignment.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in planning, promoting and coordinating recreational programs, activities, trips and events.
2. Performs a variety of office support functions, including preparing memos and correspondence, organizing records, following up with program participants and staff, and maintaining class rosters and attendance logs; assists with compilation of data for reporting purposes.
3. Answers the telephone and routes calls to appropriate personnel; responds to public inquiries in a courteous manner; provides information within the area of assignment.
4. Coordinates facility rentals including taking reservations and meeting with clients to show sites; ensures insurance requirements are met by facility renters and independent contractors; ensures adequate staffing for rental events.
5. Assists with contracts administration and works with a variety of vendors and independent contractors.
6. Creates flyers and sign-up sheets for events and programs.
7. Maintains and orders supplies and materials for programs and events.
8. Performs a variety of routine clerical accounting and bookkeeping duties including processing bills for payments; reconciles cash receipts at the end of day.
9. Assists in the supervision of Summer Youth participants and volunteer staff.
10. Registers participants for activities and events; enters registration and payment information for classes, trips and facility rentals into computer system.
11. Processes school bus transportation passes.
12. Assists with coordination of the summer lunch program.
13. Assists with furniture arrangement, equipment set-up, and room decorations for special events.
14. Assists with the care and maintenance of equipment; inspects and cleans facilities, including kitchen area, gym, weight room and locker rooms
15. Adheres to City and departmental policies and procedures.
16. Performs related duties as required.

CITY OF IRWINDALE
Recreation Assistant (*Continued*)

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic principles of recreation programs.
Group recreational and social activities.
Techniques and methods of organizing group activities.
Methods and techniques of proper phone etiquette.
Customer service techniques, practices, and principles.
Basic mathematics.
Safe food handling practices.
Methods and techniques for basic report preparation and writing.
Principles and procedures of record keeping and filing.
Basic principles and techniques of CPR and first aid methods.
Office procedures, methods, and equipment including computers.
Occupational hazards and standard safety practices.

Ability to:

Perform varied office and clerical support duties and tasks.
Provide general assistance and support for assigned recreation programs and activities.
Set up and take down equipment for programs and special events.
Deal tactfully and effectively with the general public.
Demonstrate excellent customer service skills.
Work under pressure to meet deadlines.
Perform basic arithmetical calculations at a level required for successful job performance.
Provide and administer basic first aid and CPR.
Handle medical emergencies in a calm and effective manner.
Operate a variety of office equipment including a computer.
Prepare clear and concise reports.
Set up and maintain a variety of files and records.
Maintain facilities and equipment in a clean and safe manner.
Use tact and independent judgment within general policy and procedural guidelines.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of responsible clerical experience involving a high level of public contact.

License or Certificate:

Possession of an appropriate, valid driver's license.
Possession of a CPR and First Aid certificate within 30 days of hire.

CITY OF IRWINDALE
Recreation Assistant (Continued)

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office setting with extensive public contact and frequent interruptions; incumbents may be required to work extended hours including evenings, weekends, and holidays.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date: November 2016
Ralph Andersen & Associates