

## **PARKS AND RECREATION ASSISTANT**

### **Definition:**

Under varying levels of supervision performs a wide variety of program, special event, recreational and support tasks in a community center/facility, school, park, open space or other location and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Organizes, participates and coordinates a variety of programs, classes, events and activities for the benefit of a variety of Fullerton residents.

Composes newsletter articles; prepares newsletters, brochures and fliers and assists with distribution of same.

Opens and secures facilities for activities, events and programs.

Acts as a liaison between the Parks and Recreation Department and the public.

Takes and relays messages, prepares reports and correspondence and maintains records.

Responds to questions from the general public, schools and program participants in person and by telephone.

Interacts with program/event participants; monitors assigned sites/events for employee and/or participant attendance and promotes the safety of program/event participants.

Monitors facility/program usage as assigned; collects money for appropriate activities and makes related deposits.

Oversees the work of volunteers and nonregular employees; schedules assigned staff according to recreation schedules and needs.

Operates a personal computer and uses applicable software to enter/maintain data, produce reports and compose correspondence and other material.

Assists with the recruitment, training and evaluation of nonregular and volunteer staff.

Assists with a variety of daily operational tasks including program/event recruitment.

Sets up and breaks down event seating, table stage and other arrangements and secures related facility.

Lifts and carries boxes of supplies, equipment and related items weighing 50 pounds or less.

Drives a vehicle on City business.

**Other Duties and Responsibilities Include:**

Performs other projects/tasks as assigned.

Secures event/activity sponsors as assigned.

**Class Characteristics:**

Parks and Recreation Assistant is a multi-incumbent class in the Parks and Recreation Department with a wide variety of duties related to providing program/event services to participants and others.

**Contacts and Relationships:**

A Parks and Recreation Assistant establishes and maintains contact with other staff in the Parks and Recreation Department. Substantial contact will occur with program/recreation/class event participants and the general public. Additional contact will occur with staff in other City departments and representatives of private and public agencies and schools.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class include the following:

**Knowledge of:**

Principles and techniques of planning and monitoring group activities related to the area assigned.

Basic recreation program purposes and methods of delivery.

English usage and grammar.

Basic math related to area assigned.

Basic office practices and procedures.

Basic leadership/staff directional techniques.

Customer service techniques.

Computer applications related to area assigned.

**AND**

**Ability to:**

Organize and coordinate a variety of duties related to area assigned.

Communicate effectively orally and in writing and use judgment and initiative.

Understand and carry out oral and written instructions independently.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Read and write at the level required for successful job performance.

Meet the public with courtesy and tact.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Graduation from high school and one year of study at an accredited college or university to include course work in Business Administration, Recreation, one of the social sciences or a related field.

**AND**

**Experience:**

One year of recreation related experience to include six months of responsible public contact work and some direct interaction with program/event participants.

**Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs including weekends, evenings, holidays and overtime.

**Non-Required Skills / Abilities / Experience / Certifications / Education Which may be Helpful or Preferred Include:**

The ability to communicate in Spanish.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in a recreation center, day camp, playground or office environment. On playgrounds/event sites an incumbent may be exposed to the elements and walk or run on slippery and uneven surfaces. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits, stands and walks, kneels, crouches, climbs steps and sloping surfaces, reaches, bends, twists, grasps, lifts, moves, pushes, pulls and drags boxes of supplies, room partitions, audio equipment and related equipment weighing 50 pounds or less and lift equipment and supplies weighing 30 pounds or less from waist to overhead. Depending on area assigned an incumbent may be exposed to dust and paint/glue fumes. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

Revised July 2006 and Title Changed from Community Center Assistant (Consolidation of Recreation Program Assistant, Program Assistant and Community Center Assistant)

Established March 2003