

RECREATION PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for organizing, conducting and instructing one or more recreation program activities. Specific tasks vary according to assignment. In general the incumbent organizes recreation activities and instructs participants. The work is performed under the direct supervision of a Recreation Director with leeway allowed to exercise independent judgment in carrying out the details of the work. Incumbents may be assigned to work varied hours including, nights and weekends depending on the program activity assigned. Supervision is not a responsibility of this class, but an incumbent will oversee program participants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Organizes, conducts, and instructs a variety of recreation activities and events including activities and events relative to arts and crafts, music, drama, dance, aquatics, nature, social recreation, sports and games, or some other special activity or skill;

Organizes and instructs hobby clubs, sports events or summer camps;

Oversees program participants and/or volunteers involved in activities, providing assistance as needed, maintaining order and ensuring safety;

Assists the Recreation Program Coordinator with activities and planning of recreational programs;

Accompanies participants on field trips and to special events;

Maintains equipment and supplies needed for recreation program area;

Creates and maintains basic records and reports related to program activities;

Attends meetings and training related to program area;

May provide or coordinate transportation to program participants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the of the policies, procedures, rules and regulations governing the recreational program area assigned;

Good knowledge of the fundamentals of the recreation activity assigned;

Working knowledge of the Youth Bureau recreational programs, objectives and goals;

Ability to plan, organize, and direct the activities of participants and volunteers;

Ability to establish and maintain effective working relationships with others;

Ability to stimulate and maintain interest of the participants;

Ability to conduct and provide instruction in a specialty activity, including: arts and crafts, music, drama, dance, aquatics, nature, social recreation, sports and games, etc.;

Ability to communicate effectively both orally and in writing;

Ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working in recreation or youth programs or closely related field.

NOTE: Verifiable part-time or volunteer experience may be prorated toward meeting full-time experience requirements.

2/27/08