

South Jordan City

Job Description

Title: Recreation Program Assistant
Org: 100240
Pay Grade: S-9

Effective Date: 1/7/16
FLSA: Non-Exempt
Workers Comp: Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Facilitate public youth and adult participation in sporting activities, programs, and games by providing on site assistance and direction, and monitoring programs and/or special events.

SUPERVISOR

Program Coordinator

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Help with program development, promotion, and implementation.

Conduct athletic events, tournaments, and non-competitive games by preparing play areas, equipment, and materials for use by program participants, explaining rules and regulations, keeping score, officiating sporting events, providing assistance, monitoring participant play and conduct, and encouraging active, positive, and enriching participation in activities.

Track and record stats for individual leagues.

Assist in the operation and inspection of facilities during and after normal hours to include: opening and closing facility, set-up/take down of tables, chairs, cleaning and maintaining facility including tables, chairs, restrooms, office, storage spaces and equipment.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from High School or G.E.D;
 - AND
 - B. One (1) year of experience performing above related duties.

2. Special Qualifications:

Valid Utah Class D Drivers License
Must be at least 18

3. Knowledge, Skills, and Abilities:

Knowledge of: telephone operations and procedures; basic public relations; telephone and interpersonal communication etiquette; general office maintenance and practices; operation of standard office equipment; some knowledge of basic public relations.

Knowledge of recreational activities such as sports, games, and the ability to assist in the coordination of special events, social services, or related types of programs and services available to the community.

Skill in working with diverse groups, individuals, youth and children. Skill in interpersonal conflict/dispute resolution methods.

Ability to operate a personal computer and Microsoft products.

Ability to work independently and deal effectively with stress caused by continuous public contact; communicate effectively, verbally and in writing; operate standard office equipment; effective working relationships with supervisors, co-workers, and the public.

Ability to communicate effectively in a calm, tactful, and nonjudgmental manner both verbally and in writing with the public in response to questions and complaints, work as a member of a public service oriented team, and follow written and verbal instructions, to assess and prepare programs based upon community needs, to speak and write clearly and precisely, and to understand local government structure, department policies and procedures, goals and objectives and chain of command procedures.

Ability to understand, learn, and apply the rules of outdoor sports, games, and activities, monitor and conduct outdoor/indoor playground related activities, clearly explain recreation programs, rules, procedures, and regulations, clearly explain and demonstrate safe use of play equipment, creative craft materials, and games.

Ability to resolve customer service or conduct problems in person or with supervisory/law enforcement assistance as needed.

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Ability to lift up to 40 pounds. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel may be required.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Part-Time	EEO-4 Class:	Serv/Maint
Location:	Community Services Programs	EEOP Class:	n/a
Group/BU:	Part Time Pay Plan	Tech-Net Match:	