

City & Borough of Wrangell

Position Description

Position: Recreation Assistant I	Position Number:
Department/Site: Parks and Recreation/Community Center	FLSA: Non-Exempt
Evaluated by: Parks and Recreation Director	Salary Grade: 1

Summary

Plans, organizes, coordinates and participates in providing effective operation of recreation and education activities for the community, especially youth programs.

Distinguishing Career Features

The Recreation Assistant I is the second level of the Recreation Assistant career path. Employees in Recreation Assistant I are generally more experienced and more familiar than their colleagues with parks and recreation. The Recreation Assistant's task is to assist the Recreation Coordinator in planning and implementing youth activities and various other recreational activities and programs.

Essential Duties and Responsibilities

- Organize, lead, and promote interest in youth recreational activities such as arts, crafts, sports, games, hiking, and a variety of hobbies. Planning field trips and scheduling locations for activities.
- Ascertain and interpret group interests, evaluate equipment and facilities, and adapt activities to meet participant needs.
- Greet new arrivals to activities, introducing them to other participants, explaining facility rules, and encouraging their participation.
- Explain principles, techniques, and safety procedures to participants in recreational activities, and demonstrate use of materials and equipment.
- Complete and maintain time and attendance forms and inventory lists.
- Administer first aid according to prescribed procedures, and notify emergency medical personnel when necessary.
- Collaborate with agency personnel, community organizations, and other professional personnel to plan balanced recreational programs for participants.
- Arranging for use/access of facilities managed by other City departments, the schools, or other community organization.
- Enforce rules and regulations of recreational facilities in order to maintain discipline and ensure safety.
- Confer with management in order to discuss and resolve participant complaints.
- Responding to parent inquiries.
- Coordinate the work activities of personnel, such as training staff members and assigning work duties.
- Attend all required staff meetings. As necessary, meet with recreation staff to discuss rules, regulations, and work-related problems.
- Maintain excellent public relations.
- Manage the daily operations of recreational facilities.
- Performs facility monitoring work, light office tasks, customer service duties, set-up and take-down of equipment and occasional janitorial tasks.
- Performs related duties as required.
- Assists other departments and agencies as needed and carries out other duties as

assigned.

Qualifications

▪ **Knowledge and Skills**

- Requires knowledge of recreation programs and recreation program development for a variety of age groups.
- Two or more years of experience working in a recreation environment.
- Ability to assist with Parks & Rec’s summer swimming lessons a plus.
- Previous experience working with children a plus.

▪ **Professional Abilities**

- Requires the ability to plan, implement and evaluate recreation programs and make sound recommendations for improvement.
- Ability to follow oral and written instructions, organize and direct work activity of other staff.
- Ability to lead staff members.
- Ability to communicate effectively with subordinates, staff members, coordinating agencies and the general public.
- Ability to represent the City of Wrangell in a professional and responsible manner.
- Ability to perform all work in a safe manner.
- Excellent oral and written skills.
- Ability to handle and maintain confidential information.
- Must work well with young children and the general public.

▪ **Physical Abilities**

- Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time.
- Requires sufficient arm, hand, and finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment.
- Must be physically able to swim and perform other physical activities.

▪ **Minimum Qualifications and Experience**

- Must be at least 16 years old and hold a valid Alaska Driver’s License.
- Applicants must be able to pass a background check.

▪ **Licenses and Certificates**

Requires First Aid Certificate.

▪ **Working Conditions**

Work is performed both indoors and outdoors, in varying weather conditions.

Employee’s Signature

Date of Signature

Employer’s Signature

Date of Signature

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.