

City & Borough of Wrangell

Position Description

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

Summary

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

Distinguishing Career Features

The Recreation Assistant II is the first level of the Recreation Assistant career path. Advancement to Recreation Assistant I is possible with experience, dedication, and demonstration of having acquired necessary skills and competencies. The Recreation Assistant II's task is to assist the Recreation Assistant I in implementing youth activities and various other recreational activities and programs.

Essential Duties and Responsibilities

- Provide leadership 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.
- 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 material supplies.
- Administer first aid according to prescribed procedures, and notify emergency medical personnel when necessary.
- 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.
- Respond to parent inquiries.
- Attend all required staff meetings. As necessary, meet with administration staff to discuss rules, regulations, and work-related problems.
- Maintain excellent public relations.
- Performs facility monitoring, light office tasks, customer service duties, set-up and take-down of equipment and occasional janitorial tasks.
- Carries out other, related duties as assigned.

Qualifications

▪ Knowledge and Skills

- Ability to assist with Parks & Rec's summer swimming lessons is a plus.
- Previous experience working with children a plus.

▪ Professional Abilities

- Ability to follow oral and written instructions, organize and direct work activity

of other staff.

- Ability to communicate effectively with other staff members 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.
- Applicants must be able to work a minimum of twenty hours a week, as set by the program.

▪ **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.