

# Part-Time Recreation Assistant

## Youth Sports Site Lead/Official

The purpose of this position is to provide excellent customer service to youth sports program patrons by exemplifying a positive attitude and exceeding the needs of patrons. This is accomplished by assisting with the organization, planning, and implementation of a wide variety of recreation activities in various seasonal programs. The Recreational Site Lead position exercises supervision over an assigned program, event, or site. This position assists the Recreation Coordinator and Recreation Specialist positions in executing planned events, programs, or activities.

### The ideal candidate for this position will be able to:

- Supervise and implement the execution of an activity, event, or program with minimal direction. Will also exercise the necessary supervision of personnel to meet the needs of the activity, event, or program;
- Perform additional position accountabilities and/or related duties like officiating Soccer, Basketball and Volleyball;
- Communicate to assigned supervisor regarding incidents, decisions, and issues pertaining to activities, events, or programs. Will also be responsible for the completion and filing of accident and statistical reports regarding incidents and issues pertaining to programs, as required;
- Supervise and implement the distribution, care, and use of supplies and/or equipment for assigned programs;
- Ensure proper maintenance of recreational facilities and equipment to provide a safe and sanitary environment, notify supervisor of any problems and/or concerns;
- Ensure City policies, procedures, rules, and regulations are strictly enforced; respond to and resolve complaints; advise and provide assistance to individuals and groups on related recreational problems; assist the general public and respond to their questions, comments, and/or concerns;
- Perform on-site program inspections and evaluations to ensure compliance with program and city safety policies and procedures;
- Maintain awareness of new developments in the recreation field and offer suggestions to the Program Specialist and/or Coordinator;
- Attend meetings as assigned, and assist with other recreation programs, as requested
- Maintain regular attendance and punctuality.

### Minimum Requirements

- **Experience:** Working knowledge of sports-specific rules and regulations is required;
- **Education:** No minimum education requirement;
- **Certification/License:** CCC/AED certification is required within two (2) months of hire;
- **Other:** Must be a minimum of 16 years of age;

**Preferred/Desirable Qualifications:**

- Knowledge of basic needs and safety concerns associated with the care of assigned populations.
- Ability to maintain a safe work environment in accordance with program and city or school district policies and procedures for participants, patrons, co-workers, and self.
- Ability to communicate clearly and concisely, both orally and in writing, regarding incidents, decisions, and issues pertaining to activities, events, etc. to assigned supervisor.