**JOB DESCRIPTION**

**Job Title:** Recreation Assistant I

**Department:**  Recreation/Programming

**Classification:** Non-Exempt

**Employment Status:** Part-time

**Position Reports To:** Recreation Assistant II/III and Recreation Coordinator

**Date:**  July 2018

##  JOB DUTY SUMMARY

The primary function of an employee in this class is to assist in providing supervised recreation/nature/educational activities at an assigned school, playground, park, camp, or recreation center, following general instructions from a supervisor. An employee in this class may be assigned to other duties in the Park District.

1. **ESSENTIAL JOB FUNCTIONS**
* Assists in a general program of recreation/nature/educational activities at an assigned school, playground, park, camp, activity center, or recreation center;
* Assists the program or assignment’s designated supervisor;
* Organizes and directs children’s sports, hobby, arts and crafts, and recreation programs; assists in youth and adult groups;
* Supervises a variety of sports, games, contests, camps, recreational activities, and instructional and classroom activities;
* May assist in organizing and supervising field trips;
* Assists in maintaining attendance and activity records;
* May assist in rendering first aid;
* May assist with enforcing sport and activity rules and regulations;
* Maintains order during activities and enforces rules and regulations;
* Performs all work duties and activities in accordance with Park District policies and procedures;
* Follow written and oral instructions;
* Works in a safe manner and reports unsafe activity and conditions. Follows District-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Safety Manual.
1. **ADDITIONAL DUTIES AND RESPONSIBILITIES**
* Coordinates program billing, collections, refunds and instructor payments;
* Follows up with daily assignments from the Supervisor or Executive Director;
* Collaborates with other Park Districts regarding programming opportunities.

**V. Education and Training**

* High School Diploma or GED;
* 1-3 years experience in recreation program planning and implementation;
* Ability to maintain effective working relationships with staff, program participants, Park Board officials, and the community;
* Extensive experience utilizing Microsoft Office programs and applications including, but not limited to, word processing, spreadsheets, e-mail, database software, graphics, desktop publishing, and internet.

**VI. CERTIFICATES, LICENSES, & REGISTRATIONS**

* Must possess a valid IL Driver’s License with a clear driving record based on PDRMA criteria;
* Proof of current automobile insurance as required by law;
* Post offer criminal history and sex offender record check per Park District policies and statutory requirements;
* Ability to obtain First-Aid, CPR, and AED certifications;
* Ability to obtain the appropriate CPRP Certification(s) for the position.

**VII. Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**VIII. WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Primarily subject to inside environmental conditions;
* Seldom subject to outside environmental conditions which may include varying weather conditions.

**IX. Special Considerations**

* May require working some evenings, weekends, and holidays.

***Disclaimer***

**This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related essential and additional functions as assigned. Job functions are not necessarily listed in priority order.**

**All employees, as a condition of their employment, are expected to perform all tasks in a safe and efficient manner according to Park District policies and procedures as well as all safety laws and ordinances. In addition, all employees are responsible for working safely in accordance with the PDRMA Safety Program and are to report any unsafe working conditions or practices to a supervisor.**

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change****.*

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name/Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_