**JOB DESCRIPTION**

**Job Title:** Recreation Assistant III

**Department:**  Recreation/Programming

**Classification:** Non-Exempt

**Employment Status:** Part-time

**Position Reports To:** Recreation Coordinator

**Date:**  July 2018

##  JOB DUTY SUMMARY

The primary function of an employee in this class is to plan and supervise recreation/nature/educational activities at an assigned school, park, camp, and recreation center. The emphasis of a Recreation Assistant III class of employee is the development and implementation of a specialized program. An employee in this class may be assigned to other duties in the Park District.

1. **SUPERVISION EXERCISED**

Directly supervises part-time staff, Recreation Assistant I & II, in various areas of programming.

1. **ESSENTIAL JOB FUNCTIONS**
* Coordinates, plans and directs a general recreational, camp, or nature program and/or registration of these activities at an assigned school, park, recreation center, including but not limited to sports programs, drama, music, dancing, nature, history, social and arts and crafts programs;
* Organizes and directs hobby, adult, and youth groups, with an emphasis on programs for a variety of different specialist age groups or specific activities;
* Extensive knowledge of all Park District Programs for Customer Service and/or specialized expert in a specific educational or recreational topic/activity.
* Supervises a variety of competitive and non-competitive games, sports, contests, and instructional and classroom activities;
* Supervises and directs Recreation Assistant I and II employees assigned to assist;
* Officiates at sports contests and may prepare the playing field and instruct participants;
* Issues and receives recreation equipment such as balls, bats, gloves, nets, and racquets;
* Accepts and processes reservations and registrations for individuals, groups, and facilities; maintains schedules for recreation facility use;
* Recruits and trains program volunteers;
* Organizes and supervises field trips;
* Maintains attendance and activity records, score cards, and team standings;
* Maintains accident, incident, and emergency reports;
* Makes periodic written and oral reports, including budget updates and projections;
* May render first aid;
* Maintains order during activities and enforces rules and regulations;
* Performs all work duties and activities in accordance with District policies and procedures;
* 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**
* Follow written and oral instructions;
* Develop, organize, and supervise recreational activities following general guidelines, including the ability to adapt a program to specific and immediate circumstances;
* Read and interpret manuals, including game and activity instructions, rules, and standards;
* Adhere to program standards and objectives outlined in District policy and by supervisors;
* Instruct participants in individual and group activities;
* Accompany groups of all ages on field trips and off-site activities;
* Enforce sport and activity rules and regulations;
* Enforce discipline;
* Open, prepare, and supervise the use of, and break down and close, a recreational facility, which may include rearranging classrooms and moving furniture;
* Prepare written reports, maintain attendance and activity records, perform program surveys and evaluations, and maintain registration and reservation records;
* Operate standard office equipment related to the position including a personal computer using program applications appropriate to assigned duties;
* Operate equipment related to sports and recreational activities, which may include a motor vehicle;
* Communicate effectively with the public and other employees;
* Pass vehicle safety training within 30 days of hire.

Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

**V. Education and Training**

* High School Diploma or GED equivalency; and
* One (1) to two (2) year of experience in a museum, nature, recreation or adult activity environment;
* Cash handling and deposit experience for Registration positions;
* Must possess current CPR/AED and First Aid certification within 30 days of hire.
* Must possess good oral communication skills and ability to work cooperatively with co-workers and the public.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

**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. The employer will engage in the interactive process and reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_