



Job Description

Department: Parks and Recreation Department

Status: Nonexempt

Job Title: Recreation Assistant-Part Time

Reports to: Recreation Supervisor

Date job description last revised: June 2023

GENERAL DESCRIPTION OF DUTIES:

This position is responsible for assisting with duties involved with recreational leagues, programs, activities and events as directed by the Recreation Supervisor.

REPORTING & ORGANIZATIONAL RELATIONSHIPS:

Reports to the Recreation Supervisor. Works collaboratively within their own Department and with other City Departments, as well as with other organizations, to comply with policies and procedures and to facilitate programs, leagues, and events.

ESSENTIAL DUTIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Assist with the coordination and administration of the Recreation department's programs, leagues and events.
- Assist the leaders and participants during a variety of recreational programs, leagues, and events.
- Monitor and follow adherence to facility rules, policies, procedure, and safety standards.
- Set up and take down equipment prior to and after program, league, or event.
- Maintain and clean recreation equipment and facilities.
- Perform administrative tasks such as paperwork, inventory, answering phones, and digital documentation.
- Effectively communicate with a variety of program participants and non-participants to answer questions and follow up on recreation services, program participation, and guidance as necessary.
- Must be able to learn different rules and regulations associated with facilitating recreational programs, leagues, and events.

- Assist with emergency situations or other unexpected situations as necessary.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to follow direction and take initiative.
- Comfortable working with people of all ages, backgrounds, and abilities.
- Excellent communication, interpersonal, and public speaking skills.
- Strong creativity and socialization skills.
- Knowledge of fundamentals and techniques of athletics, fitness, cultural/social activities and/or arts and crafts sufficient to be able to perform a variety of duties related to the work assignment a plus.
- Represent Salida Parks & Recreation and the City of Salida in a positive manner.

EDUCATION AND EXPERIENCE:

No previous experience is required, but must work well with all age groups, be a team player, and be prompt and courteous.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Environmental and Physical Conditions will vary based on working conditions, locations, and department needs. Variable hours including some evenings and weekends. Moderate to heavy lifting required. Must be willing to work in all weather conditions during programs, leagues, and events. Requires the ability to maintain body equilibrium when bending, stooping, crouching, reaching and/or stretching arms, legs, or other parts of body and to physically maneuver over and/or upon varying terrain, surfaces, or physical structures.

PAY/SALARY RANGE:

\$18.00 - \$22.00 Hourly

GENERAL DESCRIPTION OF BENEFITS:

Free family pool pass to the Hot Springs Aquatic Center. Discounts on Recreation and Aquatics programs and products.