

CITY OF SANTA CRUZ RECREATION ASSISTANT

Reports to: Receives general supervision from the Recreation Supervisor **Supervises:** Exercises technical and functional supervision over assigned staff,

contractors and volunteers.

Bargaining Unit: Service

DEFINITION:

Under general supervision, assists with the organization, implementation and supervision of City recreation programs, such as the Youth, Teen, Sports, Seniors, Aquatics, and Special Events programs; assists with the hiring, training and supervision of staff and program volunteers; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Recreation Assistant** is the support class responsible for assisting with the organization and implementation of recreation programs, and the training and supervision of program volunteers. This class is distinguished from the Recreation Supervisor classification in that the latter has responsibility for overall coordination of a recreation program and supervision of all program staff.

ESSENTIAL FUNCTIONS (may include, but not limited to, the following):

- Assists with the coordination, development and implementation of community recreation programs; oversees classes, workshops and activities for participants in recreation programs.
- Assists with the development of the program budget.
- Assists in hiring, training, supervising and evaluating program staff and volunteers; manages contractors; schedules assigned staff, volunteers and contractors, such as umpires, computer trainers, and sports officials.
- Schedules use of facilities.
- Sets up for program activities and special events; and sets up and breaks down rooms and equipment; conducts inventory of and organizes and stocks supplies and storage areas.
- Assists in the development, implementation and evaluation of program policies and procedures.

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• Responds to public inquiries regarding assigned recreation programs; represents the program/department at public meetings.

ENVIRONMENTAL AND WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service. Depending on area of assignment, the nature of the work may require the incumbent to work outdoors, lift equipment and materials weighing up to 40 pounds, and work evenings, weekends and holidays.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS: (The following are minimal qualifications necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills
and abilities necessary for a **Recreation Assistant** may be qualifying. A typical way of
obtaining the required qualifications is to possess the equivalent of two years of
experience implementing recreation programs or events, and a high school diploma or
equivalent. Fifteen college level units in the area of recreation, physical education or a
field related to the program to which assigned may be substituted for one year of
experience.

Licenses/Certificates:

- Possession of a valid California Class C driver's license and a safe driving record.
- Depending on area of assignment, possession of a current CPR and First Aid certificate may be required at time of hire or within three months of hire.

KNOWLEDGE/SKILLS/ABILITIES:

Knowledge of:

- Basic principles and practices of recreation programs;
- Rules, regulations and policies affecting and related to recreation programs;
- Knowledge of the rules and equipment related to area of assignment, such as rules and equipment related to softball, basketball, volleyball and soccer;
- Methods and techniques of record keeping and report preparation and writing; proper English, spelling and grammar;
- The special needs of the target population in area of assignment, such as teens or seniors.

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- Basic computer and word processing programs; knowledge of both Macintosh and Windows platforms, and a variety of word processing and software applications is required if assigned to the Seniors Program.
- Facilities, operations and techniques used in recreation programs.

Skill to:

- Operate standard sports and recreation tools and equipment may be required, depending on area of assignment.
- Operate a computer and a variety of word processing and software applications.

Ability to:

- Develop, coordinate and direct varied activities involved in a community recreation program;
- Make sound decisions within established guidelines;
- Enforce safety rules relating to assigned recreation events and work in a safe manner;
- Follow written and oral directions:
- Maintain accurate records and prepare reports;
- Work independently and as a member of a team;
- Implement, explain and apply applicable rules, codes and regulations related to recreation program assignment;
- Plan and lead the work of temporary paid staff and volunteers;
- Observe safety principles and work in a safe manner
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with diverse groups of people, including community groups, co-workers, volunteers and members of the public.

Willingness to:

Work flexible hours, including evenings, weekends and holidays.

DESIRABLE QUALIFICATIONS:

- The ability to speak, read and write Spanish.
- Knowledge of local resources and referral sources available for teens, seniors or other special populations, depending on area of assignment.
- Knowledge of conflict resolution techniques.

Classification No.: 180

Supersedes: New (Replaces 367 Sports Program Assistant and 368/383 Teen

Program Assistant)

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