

RECREATION CENTER ASSISTANT
(PART-TIME)

DISTINGUISHING FEATURES OF THE CLASS: This class has the responsibility for assisting in the operation of a recreation center. This person will be required to operate and make minor repairs to equipment and control various utilities within the center. Additionally this class will assist in overseeing of concessions and janitorial operations of the facility and assist in the maintenance of records. Recreation Center work is performed under the supervision of the Recreation Supervisor. Supervision may be exercised over volunteers and subordinate personnel as required. A Recreation Center Assistant (Part-time) does related work as required.

TYPICAL WORK ACTIVITIES:

Operates specialized equipment, such as ice resurfacer, refrigeration units, filters, pumps and chlorine system, and assists in maintaining necessary records;
Makes minor repairs to equipment as necessary;
Lays out ice markings and keeps up as necessary;
May assist in overseeing concessions and janitorial operations of the facility;
Controls room temperature, lighting, accesses doors, etc., and assures the public is being properly served;
Enforces safety rules, regulations, and precautions within the center;
May account for monies collected and may assist in maintaining reports on attendance, fees, etc.;
May assist in the scheduling of reservations and rental time of Recreational facilities;
Plans and schedules recreation functions, events, and activities at the Recreation Center and other recreational facilities, etc.;
Fills in as necessary for employees absent.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation and maintenance of equipment used to maintain a recreation center pool and ice rink; good knowledge of safety precautions; skill in the operation of specialized equipment used in maintaining an ice rink, such as, ice resurfacer and refrigeration units; ability to lay out ice markings; ability to operate center; ability to adjust environmental controls; ability to meet and deal with the general public in a courteous and pleasant manner; ability to maintain simple reports and records; ability to perform preventive maintenance on equipment; mechanical aptitude; ability to plan, organize and carry out recreational activities and events, physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a college or university of recognized standing with an Associate's Degree; or
- b) A minimum of 18 credit hours in post secondary education from a recognized college or university and one (1) year of experience in youth recreation activities or operation and/or maintenance of a recreation center; or
- c) Two years of experience in either youth recreation activities or operation and/or maintenance of a recreation center.

NOTE: Certified Pool Operator Certification will be required within 3 months of permanent appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised 6/25/2009