

RECREATION PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position has the responsibility for assisting in the operation of the municipal recreation program. The position involves supervising seasonal personnel and assisting in the management of a recreation facility and recreation programs. Supervision may be exercised over subordinate recreation personnel. This work is performed under the general supervision of the Youth Bureau & Recreation Program Coordinator. A Recreation Program Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises facility and seasonal recreation personnel;
- Records daily attendance, prepares facility/program reports and money receipts;
- Evaluates programs for maximum utilization of staff, resources and supplies;
- Assists in the planning and scheduling of recreation functions at a recreation facility;
- Assists in scheduling seasonal staff;
- Enforces safety rules, regulations and precautions with the recreation programs and facilities;
- Assures the public of being properly served;
- Assists in the formation of policies of recreation programs/facilities and recommends new programs for implementation;
- May fill in as needed for seasonal recreation staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of recreational concepts; ability to plan, organize and supervise recreational activities and events; ability to manage and administer recreation programs and facilities; ability to maintain records; ability to effectively communicate with staff and general public orally and in writing; ability to plan and supervise the work of others; ability to work a flexible schedule; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

- a) Graduation from a regionally or New York State accredited university or college with an Associate's Degree in recreation or closely related field; OR
- b) Two years experience involving the supervision of employees and recreation activities; OR
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/15/2011