

MAJOR FUNCTION

This is part-time, seasonal work assisting with recreational and park activities, organized sports, facilities, grounds or animal care. An employee in this class is responsible for assisting in and occasionally conducting a varied program of activities at playgrounds, recreation centers, pools, parks other recreational facilities, or the Animal Service Center.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists a supervisor of a playground or recreation center in conducting activities and distributes equipment for games. Helps maintain order and discipline. Checks equipment to assure that it is clean and in proper working order. Assists supervisor in giving instructions in recreational and playground activities. Answers telephone and gives information on activities and schedules. Sweeps and mops floors; collects paper and rubbish; sets up rooms for meetings and special events. Instructs classes in fundamentals of swimming, diving and water safety. Serves as a lifeguard at a pool. Participates in the cleaning of the pool, mowing the lawn, planting flowers, trimming shrubs, or in maintaining tennis courts and sports fields. Assists in securing and supervising officials and coaches for athletic programs and in preparing program schedules and supervising games and events. Officiates athletic games. Attends and assists with organizational meetings and clinics for officials and volunteer coaches. Assists in collecting and accounting of monies involved in each program. Assists with animal care and cleaning duties, works with volunteers at the Animal Service Center or other outreach locations. Performs related work as required.

Other Important Duties

Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills (As applicable to designated positions.)**

Knowledge of one or more activities involved in a community recreation program. Knowledge of the rules and regulations pertinent to the athletic games over which the incumbent officiates. Knowledge of and skill in using basic maintenance tools and equipment. Ability to instruct program participants in a variety of recreational activities. Ability to perform routine and basic maintenance or custodial tasks. Ability to establish and maintain effective working relationships with co-workers and participants. Ability to complete simple reports. Skill in the use of equipment used in designated recreational activities and athletic games.

Minimum Training and Experience

Ability to follow oral and written instructions and carry out assigned tasks.

Necessary Special Requirements

Certification or licensing may be required for designated positions in this classification.

Revised: 11-05-86
01-24-90
04-19-04*
05-01-06
03-11-14