

CODE: 1506
FLSA: Non Exempt
GRADE: 11

TOWN OF CLOVER, SC
JOB DESCRIPTION- OCTOBER 2016

JOB TITLE: RECREATION ASSISTANT
RECREATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, assists with planning, coordinating and implementing youth and adult athletic programs and events. Assists with registrations and scheduling games, practices, officials and volunteers. Helps promote youth and adult athletic programs through traditional and non-traditional forms of media to the public. Assists with facility and field maintenance and preparation as required. Performs various office duties as required. Reports to assigned Program Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Conducts program registrations. Collects and records fees.

Supervises adult and youth games and special events at recreation facilities; provides direction and assistance to participants and spectators.

Performs various duties as required, including but not limited to typing reports and correspondence, copying and filing documents, answering telephones, checking primary voice mailbox, checking coordinator email account, updating website, attending meetings, preparing purchase orders and ordering supplies, processing mail, etc.

Assists with the set-up of facilities, and equipment, coordination of participants, program activities and with the storage of equipment and supplies.

Assists in facility and ball field maintenance tasks as required; performs housekeeping duties as needed.

Establishes and maintains effective working relationships with other employees, officials and the general public.

Provides general supervision to concession workers and scorekeepers during games as assigned; duties include instructing, assigning and reviewing work.

Processes mail, receives and responds to inquiries, concerns and complaints of volunteers, coaches, participants, parents and the general public.

Receives and/or reviews various records and reports including accurate score sheets, game schedules, emails, registrations, birth certificates, daily deposits, supply orders and verbal communication.

Prepares and of generates a variety of documents including registrations, trophy orders, uniform

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orders, coach packets, league information, rosters, email, and pdf files.

Refers to the game schedule, coaches list, work schedules score sheets, email and information from the Program Coordinator.

Utilizes a variety of computer software to include Outlook, Word, Excel and ETrak.

Interacts and communicates with various groups and individuals such as coaches, players, scorekeepers, referees, general public, co-workers, concession staff, and parents.

Operates a variety of machinery and/or equipment such as a T-shirt press, Gator, paint machine, and Town vehicle.

Abides by all policies, procedures, rules, etc. associated with the Town's Employee Safety Handbook, including reporting any unsafe situation or act to supervisors and all accidents, injuries or incidents as soon as they occur.

ADDITIONAL JOB FUNCTIONS

Serves as a referee.

Serves as a score keeper.

Assists with Town events and festivals.

Assists the Special Events Coordinator as needed.

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma supplemented by a minimum of six months of experience in a job related field, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to push, lift, pull, reach, crouch, carry or otherwise move objects. Must be able to lift/carry weights of up to 40 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information, includes the receiving of information and instruction from

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supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare/record required records and reports using the proper format punctuation, spelling, and grammar, using all parts of speech.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently with co-workers and the general public.

Numeric Aptitude: Requires the ability to use arithmetic such as interest rates, discounts, mark-ups, complex fractions and decimals, etc.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to make precise movements with fingers, hands and arms, e.g., typing, keying, hauling, etc.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to perceive specific shades, pitch, shapes, flavors, e.g., truck driving, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the department as they pertain to the performance of duties of the Recreation Assistant. Has extensive knowledge of the methods, organization and planning as they pertain to the performance of duties of the position and as reflected in the needs and requirements of the department. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to make swift, sound, and educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to prepare required reports with accuracy and in a timely manner. Has knowledge of the

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terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with staff, professionals, and members of the public through contact and cooperation. Is able to maintain positive customer-focused relationships with staff, agencies, the general public, and all other internal and external customers. Is able to analyze and recognize problems and potential problems and recommend appropriate solutions. Is able to compile and analyze information and present both oral and written reports clearly, concisely, and effectively. Is able to comprehend, interpret, and apply policies, procedure, rules, and regulations. Has thorough knowledge of proper English usage, vocabulary, spelling, and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has extensive knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and

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maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.