

**TOWN OF CLOVER, SC  
JOB DESCRIPTION- April 2019**

**JOB TITLE: RECREATION ASSISTANT (PRN)  
RECREATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, must be mentally and physically capable of performing duties necessary for maintenance and upkeep of Town of Clover parks to include repair of facilities, operation of motorized equipment, operate equipment related to the operation, grounds keeping and landscaping activities. Provides customer service to ensure the provision of a quality, clean and safe recreational/work environment for citizens and staff. This position reports to the assigned Program Coordinator/Special Events Coordinator.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Essential Job Functions**

Assists in the maintenance of assigned recreational facilities, grounds and equipment.

Assists in the preparation of athletic fields.

Assists with daily custodial care and general maintenance to assure the attractiveness, cleanliness, and safety of park grounds and facilities to meet established standards.

Assists with the logistics and maintenance requirements for rentals and special events.

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

Assists with the daily operation of the splash pad; implementing rules, quality control water checks and backwashing.

Conducts quality control inspections of facilities; ensures compliance with standards of quality and safety.

Make repairs and park improvements, to include landscaping and grounds keeping.

Interacts and communicates with various groups and individuals such as supervisors, personnel and the general public.

Operates a variety of equipment such as vehicle, Cushman cart, various hand and power tools and other related equipment.

Requires medium to heavy lifting, walking, and standing on uneven terrain, crawling, and working at heights. Exposure to weather conditions, cleaning agents, and other material used in maintaining park facilities and grounds.

**ADDITIONAL JOB FUNCTIONS**

Performs all other related duties as assigned.

**MINIMUM TRAINING AND EXPERIENCE**

Must possess a valid S.C. driver's license. Must also be able to lift up to 50 pounds.