TOWN OF OAK CREEK

POSITION TITLE: Assistant Recreation & Events Coordinator, aka Assistant Coordinator

DEPARTMENT: Recreation & Events

REPORTS TO: Recreation & Events Coordinator **FLSA STATUS**: Non-Exempt

SUPERVISORY RESPONSIBILITIES: Child care programs, adult recreation programs, events and staff when the Recreation & Events Coordinator is not present.

DATE APPROVED: _____, 2024

SUMMARY OF POSITION: This is a year round part-time position that is full time for the summer camp program and part-time for the remainder of the year. The Town's summer camp program period is defined as approximately nine weeks from May to August, annually. Part time work is performed primarily for Children's After School and Full Day Friday programs. The Assistant Coordinator performs a variety of child care duties that include recreational activity participants for the Kids' Summer Day Camp program and other assigned programs to ensure that the programs provide a learning and social environment for children and provide opportunities for educational and social growth through structured age-appropriate programs centered on youth development. Adult recreation program registration, processing and assisting program instructors to open and close facilities.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Oak Creek retains the right to modify or change the essential and additional functions of the job at any time.

- Assist and/or lead the conduct and supervision of appropriate child care programs and activities including leading games and creative activities as planned or directed by the Recreation & Events Coordinator.
- Provide instruction on a variety of recreational activities for youth.
- Select recreational activities suitable to individual ~~and~~ youth and children group interests, needs and capabilities.
- Assist Recreation & Events Coordinator ~~in~~for program registrations, collecting fees, the maintenance of records and completion of reports as directed.
- Assist in the planning, implementation and publicizing of special Town events.
- Assist the Recreation & Events Coordinator with the development, maintenance and enforcement of policies and recreation facility rules.
- Provide leadership and participant oversight in the absence of the Recreation & Events Coordinator.
- Recruit youth participants.
- Conduct regular safety checks of recreation areas, reporting immediately to supervisor any problems that need to be corrected.

- Assist the Recreation & Events Coordinator, staff, program leaders and maintenance personnel to patrol the recreation areas by cleaning up, removing health and safety hazards ~~as~~ when observed, and organizing ~~them~~ facilities and equipment so the areas are ready for activities.
- Assist in cleaning all programs areas after completion of activities, e.g. sweep and spot mop community room, eating and activity areas, check and clean bathrooms, wipe down tables, put away activity materials and pick up chairs.
- Provide leadership and assistance when accidents occur and/or when basic first aid is needed.
- Other duties as assigned.

REPORTING RELATIONSHIPS

Direction is provided by the Recreation & Events Coordinator or designee.

KNOWLEDGE, SKILLS, ABILITIES

- Maturity, good judgment, and willingness to accept responsibilities.
- Genuine interest in the well-being of children.
- Good communication skills.
- Respect for and sensitivity to all children, parents and staff with regard to their culture, disabilities, socio-economic background, sex, sexual orientation, religion, etc.;
- Ability to move to a variety of sites as needed and work with program staff assigned by the Recreation & Events Coordinator;
- ~~Provide own transportation~~Drive to program site(s), meetings, pick-up supplies and donation ~~pick-ups~~.
- Possess valid Colorado driver's license and is qualified to drive program participants to/from activities.
- Honest, trustworthy, and demonstrates good quality work ethics.

WORK ENVIRONMENT:

- Often works in outside weather conditions and is therefore exposed to cold, heat, dry, wet and humid conditions.
- The noise level is usually quiet while in the office or moderately loud when in the field or during program activities.
- Will have regular contact with other Town employees and the general public, childcare and event activity participants and their family members.

PHSYICAL AND OTHER REQUIREMENTS:

- Frequently required to walk, sit and talk or hear.
- Occasionally required to use hands to handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- Must occasionally lift or move up to 50 pounds.

- Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.