

## TOWN OF OAK CREEK

**POSITION TITLE:** Recreation Assistant – Program Leader

**DEPARTMENT:** Parks & Recreation

**REPORTS TO:** Recreation Coordinator or Designee **FLSA STATUS:** Non-Exempt

**SUPERVISORY RESPONSIBILITIES:** None

**DATE APPROVED:** July 25, 2013

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**SUMMARY OF POSITION:** This is a seasonal, temporary position. The Town's seasonal period is defined as working between April 10<sup>th</sup> to September 30<sup>th</sup>. Performs a variety of recreational duties for recreational activity participants for the Kids' Summer Day Camp program and other assigned programs to ensure that the programs are operated in a safe manner and provide opportunities for growth through structured age-appropriate programs centered on youth development.

### 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 programs and activities including leading games and creative activities as planned or directed by the Recreation Coordinator.
- Provide instruction on a variety of recreational activities for youth.
- Select recreational activities suitable to individual and group interests, needs and capabilities.
- Assist Recreation Coordinator in the maintenance of records and completion of reports as directed.
- Assist in the planning, implementation and publicizing of special events.
- Assist the Recreation Coordinator with the development, maintenance and enforcement of policies and recreation area ground rules.
- Provide participant oversight in the absence of the Recreation 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 Coordinator and maintenance personnel with insuring that recreation areas are neat and free of health and safety hazards.
- 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 and pick up chairs.
- Other duties as assigned.

## **REPORTING RELATIONSHIPS**

Direction is provided by the Recreation 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 staff assigned by the Recreation Coordinator;
- Provide own transportation to program site(s), meeting, supplies and donation pick-up.
- Possess valid Colorado driver's license.
- Honest, trustworthy, and demonstrated sound work ethics.

## **WORK ENVIRONMENT:**

- Often works in outside weather conditions and is occasionally exposed to cold, heat, wet or 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 along with recreational activity participants and their family members.

## **PHYSICAL 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.