



## Seasonal Recreation Assistant

### DEFINITION:

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Under immediate to general supervision assist and participate in a variety of recreation programming and activities at NTPUD parks and facilities. Provide excellent and knowledgeable customer service, and maintain a clean safe work and recreation environment.

### SUPERVISION RECEIVED:

Receives immediate to general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS:

This is a seasonal, entry-level classification for individuals interested in assisting the recreation and parks department with community events, programs and recreational services.

### EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

*Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions on the job.*

- Assist and participate in a variety of recreational programs including, but not limited to; special events, senior, youth and adult programs, sports and/or recreation leagues, and specialty classes.
- Collect use fees for facilities and programs.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications.
- Assist in pedestrian and overall facility use flow.
- Utilize the recreation operations registration software program.

- Provide excellent customer service: answer questions and provide information to the public; reports on inquiries, concerns, and complaints; may recommend corrective actions to assist with issues resolution.
- Ensure recreation facilities are safe for use and work of facility staff is performed in a safe and efficient manner.
- Maintains records as needed.
- Maintain supplies and equipment necessary for successful events and programs.

MINIMUM QUALIFICATIONS:

**Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:**

EDUCATION AND EXPERIENCE:

Ability to obtain work permit if under age 18 and in school. Knowledge and interest in recreation, parks, customer service or public interaction.

KNOWLEDGE OF:

- Principles and practices of recreational and parks related activity.
- Basic computer skills.
- Basic first aid.
- Equipment, tools and materials used in the implementation of recreational activities.
- Principles and practices of customer service.

ABILITY TO:

- Learn, and accurately use District computerized facility rental/scheduling programs; interpret diagrams.
- Work weekends, holidays, and/or evenings.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely.
- Learn pertinent local, State and Federal laws, ordinances and rules.

LICENSES AND CERTIFICATIONS:

Desired but not required: Possession of a valid driver's license along with a driving record acceptable to the District and the District's insurance carrier.

**TOOLS AND EQUIPMENT USED:**

Personal computers, word processing, and other office support systems; communication tools including: telephones, cell phones; Assorted tools necessary to set up recreational equipment and/or activities.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a recreational or outdoor setting. Must be prepared to stand for extended periods of time, up to 6 hours. Must be able to walk on uneven surfaces and up and down stairs or trails. Must also possess mobility to work outdoors or in recreational settings including uneven surfaces. Intermittently set up equipment, hang banners, move tables, chairs, and carry supplies. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull and often use small hand tools in the setup or takedown of recreation equipment or activities. The employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds.

**ENVIRONMENTAL CONDITIONS:**

Employee will work in both indoor and outdoor environments, subject to both hot and cold temperatures, varying noise levels, varying temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees occasionally work around recreational and snow removal equipment and may be exposed to moving mechanical parts or airborne particles. The noise level in the work standard environment is usually quiet to moderate and typical to noises produced in a recreation environment.