

RECREATION ASSISTANT

DEFINITION

Performs a variety of duties assisting with the planning, implementation and supervision of recreational activities for the Yountville Summer Day Camp, After School and other programs. Ensure that the Town's recreational activities and special events are enjoyable and safe for participants.

DISTINGUISHING CHARACTERISTICS

This is a part-time position. The incumbent provides assistance with the planning and implementing of the Summer Day Camp program, After School Program or other recreation activities, special events or programs. Performs specific duties as a group unit leader or counselor. Incumbents must be available to work the entire length of the summer camp, or the school calendar year.

SUPERVISION RECEIVED/EXERCISED

The position receives supervision from the Recreation Coordinator, and receives functional supervision from the Recreation Specialist.

ESSENTIAL DUTIES

Leads or assists with a variety of recreation programs, activities, classes and special events, prepares, various information regarding recreational programs and events; plans appropriate games, activities, and arts and crafts projects for recreation programs; leads games and demonstrates how arts and crafts projects are done; supervises recreation program participants. Provide work direction to Recreation Aides; inspects equipment, facilities, and play areas to insure they are safe for public use; opens and readies facilities for use and secures facilities upon completion of use; participates in staff training and discussions.

OTHER DUTIES

Performs first aid and CPR as necessary and performs other duties as required.

QUALIFICATIONS

Experience/Education/Training

Graduation from High School with experience, education and training to assist in the development and implementation of successful recreation programs and special events and to create effective announcements about the Town's recreation programs. A typical way of obtaining the required qualifications is to possess experience as a Recreation Aide or working with children and implementing recreation activities in other settings.

Knowledge/Ability

General knowledge of recreation, sports, arts and cultural activities; standard safety practices; procedures and equipment related to recreational activities; and rules governing common sports and games. Ability to assist with planning, organize, lead and monitor the activities of others; prepare and distribute publicity concerning new and on-going recreation programs and activities; to successfully complete required training programs and obtain required certificates; to meet the physical demands of the job; to understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions

Position requires sitting, standing, walking on level and unlevel surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily activities. The position also requires near, far, and color vision when supervising the activities of program participants. Additionally, the position requires grasping, repetitive hand movement, and fine coordination when writing and typing announcements and advertisements and providing instruction. The nature of the work may also require the incumbent to work outdoors in all weather conditions including wet, hot, and cold.

OTHER REQUIREMENTS**License**

Possession of a Class C California Driver's License at date of appointment.

Certificates

Possession of Standard First Aid and Cardiopulmonary Resuscitation (CPR) certificates are required at date of appointment.

Age

Must be a High School Graduate or at least 18 years old at date of appointment.

Other

May require evidence of a negative tuberculin test taken within the past two years.