

CITY OF SALINAS

SENIOR RECREATION ASSISTANT

BARGAINING UNIT/CLASS CODE:

SMEA / Q16

DEFINITION

Under direction, plans, organizes, publicizes and conducts outreach programs and recreation activities for various age groups; supervises and monitors children indoors or outdoors.

DISTINGUISHING CHARACTERISTICS

This position is a journey level position in the recreation assistant series and is distinguished from the Recreation Assistant by the performance of more specialized, independent and complex activities. Incumbents are expected to be able to perform assigned duties with only occasional instruction or assistance within a relatively short period of time.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Coordinator or a Recreation Services Manager. May exercise functional and technical supervision over temporary/part-time employees.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Assist in the development of a comprehensive program of recreation activities and services. Plan, schedule and coordinate logistics for programs and activities. Publicize programs; write public service announcements and press releases; design, order and distribute flyers and newsletters. Develop and maintain contact with individuals, schools and organizations that serve youth for networking, referrals and joint program planning. Assist in a variety of recreation and social programs planned for various ages. Meet and work with community groups to promote and stimulate recreation programs in our community. Maintain up to date records on program expenditures. Respond to questions from the public concerning recreation programs. Monitor time sheets and process claim payments. Assist in hiring, training, supervising and evaluating temporary/part-time employees and volunteers. Prepare documentation and maintain records for assigned projects, including purchasing records, staff logs and monthly statistics. Assist with the development of assigned recreation program budget. Collect and record registration fees and maintain accurate balances. Maintain facility schedules. Perform and/or oversee the set up and breakdown of equipment for activities; organize volunteers to assist with programs. Set up supplies and equipment for overall programming of classes at assigned facility. Clean up facility as necessary following each activity. Prepare program correspondence and advertising copy. May establish continuing dialogue with young people; identify at-risk youth; gain trust through advocacy; provide information and referral on peer support groups and other resources available in the community. May post and receive registration for recreation programs. May directly supervise a recreation facility. May participate in neighborhood activities such as meetings, neighborhood watch and special events. Promote and maintain safety in the work place. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines, and occasionally assemble games, toys and other small pieces of recreation equipment as required. Vision sufficient to detect and distinguish between different colors, read fine print and visual display terminals; hearing sufficient to conduct conversations occasionally over the noise from groups of people, in-person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, occasionally in crowds of people and for addressing groups; physical agility to push/pull, squat, twist, turn bend stoop, and reach overhead; physical mobility sufficient to move about the work environment, control a group of young children, walk

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on uneven surfaces and occasionally leap, jump, run for short distances; physical strength to lift 20 lbs. from the floor, occasionally up to 50 pounds of boxes containing equipment, paper and recreation materials; physical stamina sufficient to stand, walk and/or sit for prolonged periods of time; mental acuity to collect interpret and analyze data, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Working conditions may vary from day-to-day but will primarily occur in an office environment, with occasional need to work outdoors in sun, heat, fog and rain, at night and on weekends and some holidays. Subject to sitting in an office environment for prolonged periods time, with frequent standing at the counter. Occasionally subjected to long periods of standing and walking outdoors, and occasional exposure to the outdoor elements in a park or recreational environment.

QUALIFICATIONS

Knowledge of:

Recreation Department rules and regulations. Principles and practices of planning and promoting recreational and educational programs. Methods of networking with local community resources. Recreation and social service programs and activities for young people.

Ability to:

Follow the Parks and Community Services Department policies and procedures in implementing recreation programs. Effectively organize and coordinate large numbers of people and multiple events. Train, coordinate and direct assigned staff. Express initiative and patience in encouraging participation. Communicate effectively, both orally and in writing. Perform basic mathematical calculations. Establish and maintain effective working relationships with a wide variety of individuals. Respond calmly and effectively to emergency situations. Willingness to work irregular hours, including evenings and weekends. Be responsible and reliable in leading activities.

Skills to:

Deal with problems using understanding, tact and patience. Organize activities and games. Operation of a personal computer with proficiency using word processing and spreadsheet programs.

License or Certificate:

Possession of a valid California Driver's License. Possession of a First Aid and CPR certificate within six (6) months of appointment.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to sixty (60) college units from an accredited college or university with major course work in Recreation Administration or closely related field and one (1) year experience **OR** high school diploma or equivalent and three (3) years of experience in planning, organizing and implementing recreation programs.

Reviewed Jim Pia
Department Director

Approved [Signature]
Human Resources Officer

Approval Date 2/4/2016