

RECREATION ASSISTANT

DEFINITION: Under general supervision, conducts a variety of recreational activities for Yakima PAL youth members. Typical duties include maintaining recreational programs and activities; leading activities; publicizing and promoting programs and activities and coordinates with community groups to design and develop programs. The individual exercises independent judgment as required for event execution and conflict resolution. Work is evaluated through direct observation, results achieved and customer satisfaction.

ESSENTIAL FUNCTIONS:

- Scheduling of recreational activities for all ages including athletic leagues, clinics, field trips, fitness programs, tournaments, special events, arts and crafts and other sports and recreational activities and programs.
- Plans or coordinates with instructors to develop activities and programs. Secures locations, equipment and supplies.
- Leads or attends activities.
- Assists in activity registration processes.
- Evaluates activities and makes recommendations for expansion or modification of future activities to respond to community needs and interests.
- Promotes and publicizes programs and activities; designs fliers for community distribution.
- Coordinates and leads after school programs and others as needed including special events such as annual community-wide events.
- Plans activities.
- Ensures customer/participant needs and interests are addressed courteously, politely and professionally.
- Receives, investigates and responds to customer concerns or complaints within assigned areas.
- Keeps supervisor informed of activities, problems and potentially controversial matters.
- Recruits participants and coaches; organizes teams as needed; and establishes schedules.
- Secures fields or facilities.
- Determines, obtains, distributes and collects equipment and supplies, including team shirts if applicable.
- Develops and presents basic training for coaches and/or staff.

- Attends meetings with a variety of recreation-related organizations to identify activities needs, facilities availability and community interests; serves as liaison to resolve issues and provide relevant activities.

OTHER FUNCTIONS:

- May coordinate mobile activities; schedule van for after-school activities and summer playgrounds; plan and lead a variety of activities suitable for school children.
- May assist with other activities such as summer special events.
- Performs other related duties as required.

UNUSUAL WORKING CONDITIONS:

- May work evenings, split or rotating shifts or weekends depending on programs and activities and be available to respond to emergencies with minimal notice.
- May be required to lift up to 50 pounds. May work outside under extreme weather conditions and be exposed to dirt, dust, pollen, stinging and biting insects and animals.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- Possession and maintenance of valid Washington State Driver's License.
- Possession of a Basic First Aid/CPR certificate within six months of appointment.
- Minimum eighteen years of age required
- Successful completion of a criminal background check
- Successful completion of drug screen testing