

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: RECREATION ASSISTANT

DEPARTMENT: RECREATION

BASIC FUNCTION:

Under direct supervision, perform a variety of clerical and specialized duties in support of recreational programs and activities; participate and assist in supervising recreation programs; perform other related work assigned.

DISTINGUISHING CHARACTERISTICS:

The Recreation Assistant provides general support to the Recreation Supervisors in the preparation, implementation and monitoring of recreation programs and activities. Work is performed independently under general guidelines set by the supervisor. This level is distinguished from the next higher level of Recreation Specialist who is responsible for directing or supervising a major program and staff.

KEY RESPONSIBILITIES:

Provide a variety of clerical and specialized support of recreational programs and activities, including but not limited to: preparing event materials, work orders, reports; typing contracts, schedules, worksheets, use permits, class descriptions; processing payment requests, facility use applications; maintaining a database of client information; answering phones; helping patrons; and providing any assistance to the Supervisor in program administration.

Meet and communicate with instructors, staff, and the public regarding program information.

Assist in planning, organizing and implementing programs and Activities.

Participate in activities and events as assigned.

Assist in supervision and training of hourly staff and volunteers in recreational programs, events and activities.

Attend and participate in staff meetings related to assigned program activities.

Assist in resolving citizen, client disputes regarding program activities.

Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Philosophy, general principles, and practices of public recreation programs.
- First aid methods, practices, and safety precautions to any recreational program.
- City of Carlsbad policies and rules related to recreational programs and general administrative practices and procedures.

Ability to:

- Provide necessary clerical support in recordkeeping typing, and database management as assignment requires.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative working relation: contacted in the course of work.
- Follow written and oral instructions.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would qualify. A typical way to obtain the knowledge and abilities would be one year of recreational program experience.

SPECIAL REQUIREMENTS:

Possession of a valid Class C California Driver's License and verification of insurability.

Must meet State of California Tuberculosis test requirements.

If assignment involves working with minors, in accordance with the Health and Safety Code section 10911.5 (a), cannot have any convictions related to drugs, sexual misconduct, assault or related offenses involving minors.

Flexibility to work evenings and weekends as required by the work assignment.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

May vary from assignment to assignment. Incumbents frequently drive to site locations, attend outdoor activities and events and occasionally be required to physically exert themselves (run, walk, stoop, bend, reach) in the supervision of recreational activities. Some positions may occasionally require incumbents to lift or move moderately heavy equipment, or materials during the course of duties assigned.

DATE APPROVED: Oct. 20, 1998