

JOB TITLE: ASSISTANT RECREATION DIRECTOR (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Recreation Director/Public Properties Foreman.

JOB SUMMARY: As directed, assists in planning, promoting, organizing, and administering public recreation and leisure services programs, with emphasis on sports related programs for the entire community; assists Pool Manager and Recreation Director with operation and routine pool personnel matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Participates in registration of programs; assists in dividing athletic teams, scheduling practices and games, and supervising youth and adult recreation programs; calls rainouts and reschedules games; registers, trains and schedules umpires and officials; assists with recruiting, selecting and training coaches for various programs; assists in overseeing daily pool operations including, but not limited to: working with the Pool Manager on registration of participants, interviewing and recommending hiring of pool staff, oversees opening/closing procedures at pool, training and supervision of staff and routine basic pool maintenance; maintains accurate record filing system in Recreation office setting; in absence of Recreation Director performs his/her duties relating to Recreation as required, such as supervision of summer athletic field maintenance personnel.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Assists with the purchase and inventory of recreation and pool equipment; assists in inspecting areas, facilities, equipment and program activities to determine safety, adequacy and need for maintenance/improvement; arranges the use of appropriate local facilities with School's and Concordia University; may assist with the mowing and maintaining recreation buildings and grounds; may assist with maintenance and preparation of athletic fields; works with the volunteer Baseball and Softball Associations and Chamber of Commerce in fund raising events; assists Recreation Director with pool budget.

SKILLS/ABILITIES: Good oral and written communication skills required to effectively communicate on a daily basis with the public, and other City Departments; good organization skills required to effectively administer city recreation programs; ability to supervise work of others; ability to work under all types of weather conditions; ability to lift 50 lb. bags of pool chemicals, seed or fertilizer; ability to lift and empty 75 lb. trash containers weekly; ability to carry, push or pull a variety of tools, equipment and materials used in maintenance/preparation of athletic fields; ability to climb, balance, stoop, kneel and work in a crouched position; ability to perform mowing and weed trimming duties (operate a 20 lb. trimmer for long periods of time); ability to operate recreation programs during evening and weekend hours; ability to type from copy at rate of 25 wpm.

TRAINING AND EXPERIENCE: Graduation from high school and one year experience in working in the Recreation field; one to two years of experience with various computer programs and functions; or any equivalent combination of experience or training.

SPECIAL REQUIREMENTS: Possession of a valid driver's license. Pool operators and or Certified Pool Operators (CPO) license, CPR/AED Professional Rescuer

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