

SENIOR RECREATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Work involves performance of routine tasks relating to implementation and support of community recreation programs for adults, teens and/or children, including camp programs. Work is performed under general supervision of higher level recreation staff with some leeway allowed for the exercise of independent judgment in carrying out the details of the work. Leads, coordinates and directs the work of recreation assistants and other subordinate recreation employees, while participating fully in the work. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Leads and assists with coordination and direction of program implementation and the work of recreation assistants;
Leads and assists in the conduct of soccer, basketball, baseball, bowling, badminton, volleyball, table game leagues, programs at recreation center or other physical facilities;
Leads and assists in the conduct of socials, dances, tournaments, special events, story-telling sessions, dramatics, parties, etc.;
Leads and assists with the officiating at athletic contests;
Leads and assists with the chaperoning of trips and other group activities;
Assists in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc.;
Supervises the conduct of children's games and maintains order;
Keeps records of attendance, activities, equipment, etc.;
Makes up schedule for sports and special events;
Administers simple first aid;
Operates a movie projector, VCR or other audiovisual equipment;
Distributes and collects equipment;
May collect fees for events and activities;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Knowledge of a variety of sports, games, and recreational activities; working knowledge of simple first aid; ability to deal calmly and effectively with a variety of people, including children and teenagers, and to secure cooperation and order; ability to give and enforce simple instructions; ability to lead and direct the work of others; ability to keep simple records; ability to communicate effectively both orally and in writing; ability to follow detailed instructions; ability to establish and maintain effective working relationships; good

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judgment; good observation; dependability; tact; courtesy; initiative.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and six (6) months experience with providing recreational, youth, park service, cultural or educational enrichment activities; or
- b) Completion of two (2) years of high school and one (1) year of experience with providing recreational, youth, park service, cultural or educational enrichment activities; or
- c) An equivalent combination of education and experience as indicated in a) and b) above.