

CITY OF BOWLING GREEN, KENTUCKY
POSITION DESCRIPTION

TITLE: RECREATION STAFF ASSISTANT I

DATE: JANUARY 2023

PURPOSE OF POSITION

The purpose of this position is to provide support to the assigned recreational area. Duties and responsibilities may include but are not limited to providing customer service to patrons, leading classes, supervising assigned area, maintaining inventory, securing equipment of responsibility, and related paperwork.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises or leads participants of recreational programs for the assigned area in compliance with City safety and health regulations.
- Provides customer service for the assigned area; provides refreshments; makes sales and collects money.
- Maintains inventory of responsibility; secures equipment to needed locations; stocks necessary supplies.
- Supervises assigned personnel, including training, assigning and evaluating work, counseling, and disciplining; assists with orientation of staff.
- Interacts with supervisor to plan, discuss, and make necessary changes to daily activities schedule.
- Performs routine clerical tasks such as filling out forms, preparing routine reports or operating sign-out desk.
- Supervises serving of meals and daily hygiene functions; assists with administering of first aid; notifies parents of injured or ill children as required.

ADDITIONAL JOB FUNCTIONS

- Performs other related duties as required.

RECREATION STAFF ASSISTANT I

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High school diploma or GED required, with six months of related experience, depending on area of specialization. May require certification in First Aid and CPR.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION

- Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record and transcribe data.
- Ability to persuade, convince, sell and train others, including the ability to act in a lead capacity, depending on area of specialization. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.

MATHEMATICAL ABILITY

- Ability to add and subtract.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

PHYSICAL REQUIREMENTS

- Ability to operate equipment and machinery requiring complex and rapid adjustments. Ability to handle, load and unload, and move and guide material using simple tools.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as moderate keyboard use or operating a golf cart.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger, and feel.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures etc. associated with objects, materials and ingredients.

ENVIRONMENTAL ADAPTABILITY

RECREATION STAFF ASSISTANT I

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under mildly unsafe conditions.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Bowling Green is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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