



CITY OF BOWLING GREEN, KENTUCKY POSITION DESCRIPTION

Title: Recreation Staff Assistant III

Department/Division: Parks & Rec

Reports to: Varies

Position Status: Part-Time; Non-Exempt

Schedule: 30 hr/wk; some nights & weekends required; 40 hr/wk during summer

Location: On-Site

PURPOSE OF POSITION

The purpose of this position is to supervise assigned personnel and manage the recreational area of responsibility. Duties and responsibilities may include but are not limited to planning; leading classes/activities; maintaining equipment; supervising activity participants and/or personnel; maintaining inventory; conducting special events; and completing related clerical tasks.

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 activities/programs for the assigned area in compliance with City safety and health regulations.
- Plans recreational activities such as lesson plans, art projects, games, story selection, music, or physical exercises.
- Maintains inventory of materials and supplies; replenishes as needed.
- Supervises assigned personnel, including training, assigning and evaluating work, counseling, and disciplining; assists with orientation of staff.
- Assists with planning, coordinating, and conducting of special events.
- Maintains equipment of responsibility; performs periodic inspections of same to ensure safe functioning.
- Interacts with parents to discuss children's progress/behavior, collect tuition, or collaborate on plan of action for troubled children.
- Performs routine clerical tasks such as filling out forms, record keeping, or preparing routine reports.
- Attends staff meetings to discuss issues and exchange information.

ADDITIONAL JOB FUNCTIONS

- Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High school diploma, Bachelor's degree preferred, or education equivalent to four years of college education in early childhood education, with over one year of related experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, 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 analyze and categorize data and information in order to determine the relationship of the data with reference to criteria/standards. 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.
- Ability to utilize descriptive data and information, such as regulations, correspondence, and general operating manual.

MATHEMATICAL ABILITY

- Ability to add, subtract, measure, multiply, and divide.

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 semi-skilled movements such as moderate keyboard use.
- 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

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