



Title: Recreation Assistant

FLSA Status: Non-Exempt

SAFETY STATUS: Non Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to assist the Recreation Division Manager with all administrative duties and make sure the facility is operating properly. This is accomplished by performing clerical work, monitoring youth and adult leagues and programs; supervising and training recreation aides when Recreation Manager is absent; ensures that all duties are performed and facility is being ran appropriately; completing all necessary records, logs, timecards, and reports for Manager's monthly reports; and enforcing all recreation center rules and regulations.

REPORTS TO:

This position reports to the Recreation Division Manager.

SUPERVISES:

None

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Performs clerical/administrative work by answering phones and taking messages; greeting patrons and assisting members in the weight room; completing flyers and posts for public notice; running errands; purchasing supplies for the Recreation Center and swimming pool; and keeping webpage updated with current information.	40%
2	L	Monitors league games and programs by ensuring rules are being followed; provides participant numbers for orders made; maintains the scorebook or score clock; officiates games for youth league games; creates registration forms for players, coaches and officials; monitors and provides updated information to public on all league games and programs; supervises a designated group during the Summer Recreation Program; and supervises Summer Recreation participants during swim time at the local pool.	25%



3	S	Maintains the Recreation Center and swimming pool when the supervisor is absent by supervising a staff of four to seven; making sure staff is performing their duties; ensuring the facility is operating properly; instructing and training staff on daily routines; and attending various meetings and seminars.	25%
4		Completes monthly reports and time cards by keeping a daily count of the revenue from the Recreation Center and swimming pool; calculating all totals to include in the reports; updating membership count for report; and calculating time cards for the director's review.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years up to and including five years.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended during interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	Receives Limited Direction: Within this job, the employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for



	a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital projects(s).
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Class C Driver's License

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	X	Light	Medium	Heavy	
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work site, observing work duties
Sitting	F	desk work
Walking	O	to other departments/offices/office equipment, around work site
Lifting	O	supplies, equipment
Carrying	O	files, supplies, equipment
Pushing/Pulling	O	tables and chairs

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Reaching	R	for supplies, for files
Handling	F	paperwork, monies
Fine Dexterity	F	computer keyboard, calculator, telephone pad
Kneeling	R	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	R	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	from computer to telephone
Climbing	R	ladders, stairs, on equipment
Balancing	R	on ladders, on step stool
Vision	F	driving, observing work site, computer screen
Hearing	C	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Copy machine, fax machine, calculator, telephone, computer, vehicle, comb binding machine, laminating machine

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never	D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Health and Safety Factors-									
Mechanical Hazards			R		Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never
Chemical Hazards			O						
Electrical Hazards			R						
Fire Hazards			N						
Explosives			N						
Communicable Diseases			R						
Physical Danger or Abuse			N						
Other (see 1 below)			N						

(1) N/A

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	S
Noise and Vibration	M
Wetness/Humidity	M
Physical Hazards	N

PROTECTIVE EQUIPMENT REQUIRED:

None



NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-		-Frequency-
Time Pressure		O
Emergency Situation		R
Frequent Change of Tasks		O
Irregular Work Schedule/Overtime		O
Performing Multiple Tasks Simultaneously		O
Working Closely with Others as Part of a Team		F
Tedious or Exacting Work		R
Noisy/Distracting Environment		O
Other (see 2 below)		N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center	X		

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.