



POSITION NAME: Recreation Programs Assistant

REPORTS TO: Parks and Recreation Director

SUPERVISES: Seasonal Employees

POSITION SUMMARY: This position primarily assists with planning and implementation of recreation and education programs and events, in addition to clerical and administrative support for the Parks and Recreation Department. Other duties may include assisting with care of park grounds, facilities and trails. Currently part time, year-round, 30 hours/week, paid hourly.

ESSENTIAL JOB FUNCTIONS: (An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)

Coordinate with the Parks and Recreation Director to plan and facilitate a wide range of community-based recreation and education programs.

Assist with the administration and clerical needs of the program services offered.

Assist with the registration, data management and recordkeeping of program participants.

Plan, instruct and/or facilitate recreation and education programs offered by the department.

Assist with promotion and marketing of recreational and education programs and services, including printed materials, web site and social media.

Assist, coordinate and supervise volunteers involved in programs and park operations.

Coordinate and supervise youth participants in the programs.

Provides custodial services in park buildings, shelters, restrooms and other facilities as needed.

Assist with park landscaping, including grounds, trails, gardens and natural areas, as needed.

Performs other tasks as may be required.

KNOWLEDGE, SKILLS AND ABILITIES: (The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

Minimum of a high school diploma; additional training and education preferred.

Minimum of two years of work experience in related position or field.

General knowledge of and interest in public parks and recreation services.

Ability to work occasional weekends and evening hours.

Professional work ethic and demonstrated ability to work with others in a positive manner; ability to work independently and adhere to schedules/deadlines.

Must possess a Michigan driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: (The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.)

While performing the duties of this job, the employee regularly works in an office setting.

While performing the duties of this job, the employee regularly works outdoors in all weather conditions and on all types of terrain.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands and fingers; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee must occasionally lift and/or move up to 50 pounds.

The employee must be physically able to operate manual and power landscaping and custodial tools.

The employee must be physically able drive to Township parks.