



## TOWN OF YOUNTVILLE JOB DESCRIPTION

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### RECREATION ASSISTANT I/II

#### **DEFINITION**

Performs a variety of duties assisting with the planning, implementation and supervision of recreational activities for the Yountville Summer Day Camp, After School and other programs. Ensure that the Town's recreational activities and special events are enjoyable and safe for participants.

#### **DISTINGUISHING CHARACTERISTICS**

This is a part-time position. The incumbent provides assistance with the planning and implementing of the Summer Day Camp programs, After School Programs or other recreation activities, special events or programs. Performs specific duties as a group leader or counselor. Incumbents must display that they are a strong role model for youth and desire to enrich the day to day life of the children they come in contact with.

A Recreation Assistant II differs from a Recreation Assistant I in that they provide a higher level of planning and oversight including but not limited to employee scheduling, activity calendars, parent interaction, behavioral intervention and complete program supervision when the supervisor is not on site.

#### **SUPERVISION RECEIVED/EXERCISED**

The position receives supervision from the Recreation Coordinator, Supervisor, Manager or Director. The Recreation Assistant II may provide supervisor over the Recreation Assistant I and/or contractors of the Town of Yountville.

#### **ESSENTIAL DUTIES**

Leads or assists with a variety of recreation programs, activities, classes and special events, prepares, various information regarding recreational programs and events; plans appropriate games, activities, and arts and crafts projects for recreation programs; leads games and demonstrates how arts and crafts projects are done; supervises recreation program participants. Inspects equipment, facilities, and play areas to insure they are safe for public use; opens and readies facilities for use and secures facilities upon completion of use; participates in staff training and discussions.

#### **Other Duties**

Performs first aid and CPR as necessary and performs other duties as required.

#### **QUALIFICATIONS**

##### **Experience/Education/Training**

Education and training to assist in the development and implementation of successful recreation programs and special events. A typical way of obtaining the required qualifications is to possess experience working with children and implementing recreation activities in other settings.

##### **Knowledge/Ability**

General knowledge of recreation, sports, arts and cultural activities; standard safety practices; procedures and equipment related to recreational activities; and rules governing common sports and games. Ability to assist with planning, organizes, lead and monitor the activities of others; prepare and distribute publicity concerning new and on-going recreation programs and activities; to successfully complete required training programs and obtain required certificates; to meet the physical demands of the job; to understand and carry out oral and written instructions; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

**WORKING CONDITIONS**

Position requires sitting, standing, walking on level and unlevel surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily activities. The position also requires near, far, and color vision when supervising the activities of program participants. Additionally, the position requires grasping, repetitive hand movement, and fine coordination when writing and typing announcements and advertisements and providing instruction. The nature of the work may also require the incumbent to work outdoors in all weather conditions including wet, hot, and cold.

**OTHER REQUIREMENTS**

**License**

Possession of a Class C California Driver's License at date of appointment.

**Certificates**

Possession of Standard First Aid and Cardiopulmonary Resuscitation (CPR) certificates are required at date of appointment.

**Other**

May require evidence of a negative tuberculin test taken within the past two years. This position requires to incumbent to complete Livescan fingerprinting and background check prior to employment and state mandated supervisory training.

Approval: /s/ Steve Rogers Resolution No. 3157-14

Effective Date: 03/04/14