

RECREATION PROGRAM ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing clerical, bookkeeping, and technical duties in support of recreation programs sponsored by a municipality. Work is performed under general supervision with wide leeway for independently performing the duties of the position. Supervision may be exercised over clerical staff assigned to the Parks and Recreation Department.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Organizes, conducts, and supervises recreational activities;

Provides instruction in various recreation activities;

Organizes and supervises park or playground programs and events;

Assists in the planning and implementation of athletic and sports activities such as baseball, tennis, swimming;

Provides leadership and guidance to seasonal staff or volunteers in the recreation program;

Assists in recruiting and scheduling instructors for programs provided through the recreation department;

Arranges and submits grant proposals, records, and reports in connection with programs sponsored by the municipality;

Coordinates the distribution of equipment, supplies and information to facilitate the efficient presentation of recreation programs;

Assists in issuing press releases or other materials to promote recreation programs;

Collects fees or charges and deposits funds in various accounts;

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Classifies receipts and expenditures and distributes costs according to prescribed account codes;

Reviews and checks account keeping records for accuracy, completeness, and proper extension;

Issues receipt for monies received;

Prepares and submits invoices with purchase orders and vouchers;

Performs routine office clerical and receptionist duties for the parks and recreation office;

Takes and distributes minutes for meetings of the Parks and Recreation Commission.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the basic concepts and principles used to structure and maintain a recreation program; good knowledge of recreation programs and activities sponsored by the municipality; good knowledge of recreation structures, rules and equipment; working knowledge of first aid procedures; working knowledge of business arithmetic and English; working knowledge of office terminology, procedures and equipment; ability to effectively conduct recreation program activities; ability to make basic arithmetic computations quickly and accurately; ability to understand and carry out oral and written directions; ability to accurately and thoroughly prepare grant applications, records and reports; clerical aptitude; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school and two (2) years of experience in providing recreation services, physical fitness training, sports coaching, clerical or similar experience; or
- (B) Three (3) years of experience as described in (A) above.

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Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

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