

**CITY OF ROLLA, MISSOURI**  
**POSITION DESCRIPTION**

Class Title: Recreation Program Assistant      Grade Number: G8  
Salary Range: 12.242-16.212  
Department: Parks      FLSA: Part-Time, Non Exempt

GENERAL PURPOSE:

Primarily responsible for assisting outdoor recreation manager with recreation programming and leagues.

SUPERVISION RECEIVED

General policy direction and suggestions as to expected work and desired results received from the Recreation Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate with Rec Manager in scheduling, planning and organizing youth and adult outdoor leagues and tournaments.

Responsible for overseeing athletic field activity when Recreation Manager is not on site

Responsible for concession inventory and ordering. Works with concession staff.

Help Rec Manager with programming as needed, including summer camps, preschool classes, sports camps and events.

Assist with scheduling in the department's software system.

Assist with preparation and distribution of press releases and promotion of events.

Assist management team and director in implementing special projects, fundraisers and events.

Other duties as assigned by Director.

EDUCATION:

Experience in parks and recreation, programming, and aquatics preferred.

### SPECIAL QUALIFICATIONS:

Ability to work with the public. Ability to work weeknights & weekends.

Must be organized, flexible, and energetic.

Must demonstrate good interpersonal skills.

Effective communicator

Team oriented

Familiarity with Microsoft Office, and ability to become comfortable with RecDesk and other software interface.

### TOOLS AND EQUIPMENT USED:

Operates phone; mainframe computer terminal with membership management software; personal computer, including word processing and spreadsheet software; computer printer; copying machine; fax machine; cash register; calculator; laminator; and A/V equipment.

### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to walk, stand, sit, talk and hear. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include both distance and close vision and the ability to adjust focus.

### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both inside and outside throughout Rolla Parks, and Sports Complex.

The noise level in the work environment can be susceptible to moderately loud conditions while in the field.

*SELECTION GUIDELINES:*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.