

# **City of Chippewa Falls**

## **Job Description**

**Job Title:** Recreation Assistant  
**Department:** Parks, Recreation and Forestry  
**Reports To:** Recreation Supervisor  
**FLSA Status:** Labor Standards Act (FLSA)  
**Prepared Date:** 04-06-2023, 10-13-2023  
**Job Grade:** Seasonal \$15.00 per hour  
**Age Requirement:** 18 years of Age

### **SUMMARY**

The Recreation Assistant, under the guidance of the Recreation Supervisor, will support in overseeing and monitoring recreational programs and activities. Collaborate in program and tournament planning throughout the year. Encourage and promote good sportsmanship, and foster a safe and positive environment for all participants. Maintain and track all program inventory/equipment. This position works week days, weekends and some evenings as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

- Support the Recreation Supervisor in program planning.
- Available to work weekdays, weekends, and some evenings as needed.
- Responsible for supporting in the oversight of adult/youth sports, and adult/youth activities.
- Assists in the oversight of volunteers and Recreational Leaders.
- Promotes a safe and positive program and activity environment.
- Ensures that the right equipment is available for each program.
- Provide participants with updates information by phone and or email.
- Assist in the pre and post program registration process.

### **SUPERVISORY RESPONSIBILITIES**

- Support the Recreation Supervisor in establishing a volunteer system.
- Assists in communicating with Recreation Leaders

### **QUALIFICATIONS**

- Has knowledge on how to run a variety of sports and activities
- Enjoys working in multiple work settings daily
- Helps develop physical, mental and social well-being of participants
- Is able to foster a sense of pride and teamwork in others
- Able to establish teamwork and camaraderie amongst participants

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### **EDUCATION AND/OR EXPERIENCE**

- Minimum qualifications for this position. Candidates must be enrolled in High school or graduated and received their diploma and or GED.

### **LANAGUAGE SKILLS**

- Ability to read, analyze, and interpret information given and lead others in a recreation setting
- Ability to effectively present information and respond to questions from groups of customers, and the general public

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to collect funds and information for day of attendees

### **REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a Valid Drivers License

### **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.
- While performing the duties, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50-75 pounds

### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Introduces participants to programs and answers questions that parents/guardians may have throughout their session
- The employee is occasionally exposed to outside weather conditions
- The noise level in the work environment is usually moderate
- Weekend and evening work will be required