



CITY OF INGLESIDE JOB DESCRIPTION

Recreation Programs Assistant

Department: Recreation
FLSA Status: Non-Exempt
Effective Date: 05/13/2020
Pay Grade: 4

POSITION SUMMARY

Performs skilled human support work providing in daily childcare and recreational activities for children engaged in childcare programs or other seasonal programs, ensuring the safety of children, and communicating with parents and guardians, and related work as apparent or assigned. Work is performed under the moderate supervision of the Director of Parks and Recreation.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises program participants; provides updates and other communications with parents and guardians; ensures the safety of program participants.
- Provides professional educational base programming or coordination services for recreation programs.
- Plans, schedules, coordinates, and implements programs and activities for children including seasonal programs, family nights, and nature-based activities.
- Receives and responds to telephone calls and information about new programs and marketing the programs.
- Provides a variety of support and planning assistance with seasonal camps.
- Aids in covering and supporting major park events during evenings and weekends as needed.
- Receives, receipts, and accounts for collection of facility fees and rental payments.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Limited supervision
- Under the direction of Director of Parks and Recreation

EDUCATION AND EXPERIENCE REQUIREMENTS

Education – High School Diploma / GED

Experience – Moderate experience in childcare or other work involved with working the children

License or Certificate –

Possess or obtains CPR / First Aid Certification within 30 days of hire

Required Education	High School Diploma/or GED
Required Experience	Moderate experience
Combination OK?	Yes

Possess or obtains Food Handlers within 30 days

Special Requirements

Must meet and maintain all department, State and Federal Training and Education requirements for position

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of childcare practices and techniques
- General knowledge of children's developmental and social growth expectations and needs
- General knowledge of health, safety and first aid practices, methods, and techniques
- Skill in working with children; ability to establish and maintain standards of behavior
- Ability to develop plans and programs for individual development
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective working relationship with associates, parents, staff, and program participants, and the public.

Admin:	Accounts Receivable
Admin:	Memos and reports
Teaching:	Nature Education

PHYSICAL DEMANDS

The physical demands herein 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 these essential job functions

- This work requires the occasional exertion of up to 25 pounds of force
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, stooping, kneeling, crouching or crawling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, tasting or smelling and pushing or pulling
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Work requires preparing and analyzing written or computer data
- Work occasionally requires exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Weight	10-25 lbs.
Environment	Mod. noisy
Physical Activity	Moderate

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date