

CITY OF BUELLTON

PART-TIME RECREATION CENTER ASSISTANT

Job Description

GENERAL STATEMENT OF DUTIES:

Performs a variety of duties related to the activities and operations of the Recreation Center. Duties may include: participating and monitoring a variety of recreation programs.

SUPERVISION:

Under the direction of the Recreation Center Coordinator or designee.

EXAMPLES OF DUTIES:

1. Provides assistance and information to the public.
2. Assists in coordinating a comprehensive recreation program including activities for youth, adults, family, and seniors.
3. Participates and monitors a variety of recreation programs.
4. Assists in special events.
5. Performs other related duties as assigned.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Bending, stooping, kneeling, reaching, lifting and carrying approximately 40 pounds at waist high level. Frequent standing and walking required. High to moderate requirement for hand coordination, visual and cognitive abilities. Ability to hear clearly over distracting noise.

EDUCATION AND EXPERIENCE:

Graduation from high school or GED Certificate required. Experience in adult and youth recreational services preferred.

This job description is not intended to be all-inclusive. An employee may also perform other reasonable related duties as assigned by his/her immediate supervisor. This is a part-time hourly position and offers no benefits. This position is considered non-exempt.