

Summer Recreation Assistant

POSITION TITLE: Summer Recreation Assistant

EMPLOYER: City of Hot Springs, 303 N. River Street Hot Springs, SD 57747 (605) 745-3135

AREA OF EMPLOYMENT: Location varies

WORK HOURS/DAYS: Permanent Seasonal Part-Time, Work Days Vary

WAGE: DOEQ

IMMEDIATE SUPERVISOR: Summer Recreation Director

SUMMARY DESCRIPTION

The Summer Recreation Assistant is responsible for assisting the Summer Recreation Instructor with the administration, management and supervision of the summer recreation programs for children ages 3-15. The Assistants will work directly with the participants to ensure the program goals are met and learning is being achieved in a safe environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Attend CPR/AED training when scheduled
2. Involve all summer recreation participants in the class
3. Discuss proper teaching/coaching techniques with your instructor
4. Keep time sheets for yourself
5. Assist with inventory of equipment
6. Participate in end of season evaluation
7. Assist in the implementation of a safe learning environment for all participants
8. Maintain professionalism while working with participants, parents and community members
9. Maintain strong oral and written communication skills
10. Ability to handle and maintain confidential information with appropriate level of discretion
11. Encourage participants to maintain healthy and active lifestyles above and beyond the summer rec program being instructed
12. Performs related duties as required

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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 occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl, talk or hear, and smell. The incumbent must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Incumbent must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

DESIRED MINIMUM QUALIFICATIONS

1. High school diploma or equivalent
2. Valid driver's license
3. Self-motivated and ability to perform well with minimal supervision
4. CPR/AED certification
5. Experience working with children and adolescents
6. Experience working in a recreation environment
7. Applicants must pass a background check
8. Applicants must pass a drug test

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Strong communication skills, ability to interact well with children, parents and/or legal guardians and the general public
2. Understanding of safe workplace practices and ability to ensure safety of children

APPLICATION REVIEW PROCESS

Formal application required, resume with experience, education, qualifications recommended; potential oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of 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 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.