

THE CITY OF SHARONVILLE

Position Description

Title: PROGRAM PERSONNEL Recreation Program Assistant (Part-Time)

Immediate Supervisor: Recreation Program Manager

FLSA Status: Exempt Non-Exempt Civil Service Status Classified

General Purpose of Position:

Responsible for assisting with implementing programs, special events and special projects for the department. This may involve assisting with administrative management responsibilities such as: recruiting and contracting instructors, development of program ideas, scheduling, program evaluation. Also includes coordination with other department programmers and facility managers through regular communication and regularly scheduled meetings. Responsible for assisting with proper city and department procedures as it relates to area, including but not limited to assisting with: purchasing of equipment and supplies, inventory control, proper payroll paperwork control, expense and revenue control and instructor contracts and payout control; assisting with supervision of program helpers and volunteers associated with program, event or special project; Assisting with budget requests and preparing information for public dissemination. Insure proper and safe usage of equipment and facilities.

Essential Functions:

- 1) Assist with and/or plan, organize, schedule and implement programs, events or special projects.
- 2) Responsible for assisting and/or recruiting, contracting, training, scheduling, supervising and evaluating program instructors when required.
- 3) Assist and/or recruit, train, supervise, evaluate and schedule program helpers and volunteers.
- 4) Assist Recreation Program Manager in annual planning and recommendations for budget appropriations as it pertains to programs, events and special projects. Involves assisting with the preparation of general information for public distribution.
- 5) Assist with needs assessments and meet with Recreation Program Manager and evaluate phases of programs, events and special projects when necessary.
- 6) Monitor facilities and recreation property for safe use by residents and guests; work in conjunction with the maintenance division to report equipment and property in disrepair.

Recreation Program Assistant (Part-Time)

Other Duties:

Perform other duties as required, requested or necessary.

Minimum Requirements for Entry to Position:

Minimum requirements include completion of a high school diploma or equivalent and work experience or certifications which indicate a general aptitude for assisting with the management of recreation programs, events or special projects. Experience managing personnel, volunteers and instructors is preferred. The ability to adhere to assisting with administrative responsibilities such as: proper payroll procedures, purchasing etc. within city guidelines; ability to assist in implementing special events and programs within the community including needs assessments, assisting with the system of operations, assisting with evaluation and expense control. Must demonstrate the ability to work well with others. The ability to work with a variety of age groups, ability to maintain confidentiality in circumstances, and basic clerical skills.

Special Qualifications:

Strong public relation skills; ability to work effectively, efficiently, and extensively with a wide range and variety of people; ability to troubleshoot problems with public, city staff and co-workers in a diplomatic and effective manner.

Be free of felony convictions.

Must remain free of drug and alcohol abuse.

Must support the city and department's policies and procedures.

Must maintain supervisor's trust and confidence to make proper decisions.

Physical Requirements Not Obvious from Essential Functions:

Must demonstrate a pattern of reliable and predictable attendance.

Must be able to use emergency equipment such as fire extinguishers and AED's (Automatic Electronic Defibrillators).

Must be able to effectively and quickly handle and/or evacuate the building in an emergency circumstance.

NOTE* This position is considered a safety-sensitive position in accordance with the City of Sharonville Drug and Alcohol Policy.

Employee's Signature

Date

Supervisor's Signature

Date

