



JOB DESCRIPTION

RECREATION ASSISTANT

THE POSITION

Under the supervision of the Director of Recreation or Recreation Supervisor the position performs a variety of tasks related to the operations of District programs, classes and special events. This position works a 40-hour work week and may be assigned to work at various times and days of the week.

EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- Purchase and/or delivery of supplies or equipment as directed
- Cleaning of district facilities and equipment as needed
- Inventory and maintenance of Recreation Warehouse storage areas
- Maintenance and repair of minor equipment
- Moving and/or transporting furniture and equipment
- Recruiting and supervision of PT Recreation Staff
- Assisting with completion of departmental and interdepartmental requests
- Set-up, operation and care of audio/visual equipment
- Set-up, operation, care and delivery of District Showmobile, stage extensions and accessories including possession of Class A Driver License
- Driving of program participants including operation of Vehicle requiring Class B Driver License with Passenger Endorsement

The position may perform other related work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Requires a minimum of one year of recreation program and event support experience. Must have a basic understanding of public address and video systems; knowledge of the materials, supplies and equipment utilized in cleaning activities; knowledge in the safe use of electrical generator, power and lighting equipment. Requires the ability to read and understand written instructions; use good judgment in carrying out written or oral instructions.

License / Certification: Graduation from high school or equivalent, a valid California Class B driver's license with passenger endorsement and good driving record are required. Possession of a Class A license is highly desirable.

PHYSICAL ACTIVITY REQUIREMENTS

Position requires standing or walking 70% of the time or more; frequent lifting and carrying loads to 60 pounds and occasional pushing/pulling loads to 60 pounds; occasional lifting to 100 pounds; frequent bending, kneeling/squatting, reaching overhead/stretching, climbing stairs, working on rough or uneven terrain; occasional crawling; frequent climbing of ladders, and the necessary dexterity for handling and operating equipment. This position may require the operation of some or all of the following equipment: large generator, air purifiers, inflatable movie screen, P.A. and sound boards, theatrical lighting, portable popcorn, cotton candy and snow cone machines, various hand tools (drills, saws, soldering irons, etc.), and District vehicles.

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