

EAST BAY REGIONAL PARK DISTRICT

RECREATION ASSISTANT

REPORTS TO: Recreation Coordinator

SUPERVISES: May supervise seasonal workers and volunteers, but has no supervisory responsibility for permanent employees.

GENERAL FUNCTION

Under supervision, assists in the coordination of a comprehensive offering of regional recreational and volunteer opportunities, special events, tours, and skills training. Performs record keeping and administrative support for the Recreation Unit and other work as required.

PRINCIPAL DUTIES AND RESPONSIBILITIES

This position performs the support tasks necessary to organize and deliver regional-scope recreation program offerings. Assists in developing, coordinating and implementing special events and recreational programs. Facilitates the delivery of recreational programs through the procurement of materials and supplies, and may perform hands-on service delivery. Responds to public inquiries and prepares necessary support documents, reports, analyses, and recommendations. Conducts market research and fee structure analyses. Assists in researching and organizing agreements with potential instructors and service providers. Assists with marketing and promotional efforts.

MINIMUM QUALIFICATIONS

- Education: Equivalent to completion of the 12th grade, and
- Experience: One year of experience supporting, administering, planning, or delivering recreational activities.
- Substitution: Not less than 60 semester or 90 quarter units of college-level course work with an emphasis in Recreation or a related field may be substituted for the required experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of recreational programs and activities suitable for a variety of ages. Ability to plan, organize, and conduct recreation activities. Effective verbal and written communication skills. Ability to develop and maintain productive and cooperative relationships with District staff, other agencies, contractors, volunteers, and the public.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license, Class C, is a condition of initial and continued employment in this classification. May be required to work unusual hours, weekends, and holidays. This position is covered by the District's Fingerprinting Policy; successful candidates must undergo fingerprinting prior to employment.

Employment Category: AFSCME Local 2428, Range A008
Adopted by Board: 12-3-96
Resolution No.: 1996-12-314

(T:HUMANRESOURCES\JOB DESCRIPTIONS\RECREATION ASST.DOC)