



City of Kingman, Arizona

Classification: Program Assistant – Part Time

Department: Parks and Recreation

Accountable To: Department Recreation Staff

Created/Revised Date: November 2015

FLSA Status: Non-Exempt **Salary Grade:** Part-Time **Band:** A **EEO4:** 8

GENERAL DESCRIPTION OF POSITION:

This class is the second level in a three level Program series. Incumbents are responsible for performing journey level duties in support of recreational programs and assisting with the development, implementation and evaluation of recreation programs for children, youth and adults (i.e., cultural arts, youth-adult sports, special interest classes, special events, and after school and summer programs). This position also assists in providing and presenting recreation programs and activities to the community and in organizing and implementing programs, planning activities and events, preparing facilities for scheduled functions, and supervising participants.

SUPERVISION RECEIVED:

Works under general supervision of department recreational staff.

SUPERVISION EXERCISED:

Exercises supervision of the program participants and volunteers. May also provide lead oversight of Program Aides as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Assists in the coordination of part time and seasonal recreation staff, special interest instructors and volunteers in the development and implementation of community recreation programs and events.
- Supervises classes, workshops, sporting programs including gym supervision, and activities for participants engaged in recreation programs and co-sponsored events.
- Assists in the planning and implementation of cultural arts, physical activities, day camps and special interest activities, as well as, various special events.
- Prepares equipment, facilities and service areas for daily activities. Stores and secures equipment, facilities or service areas at close of operation.
- Performs facility supervision, particularly as assigned to Gym Supervisor, and takes necessary precautions to maintain the programs and facility in the manner in which they have been designed.
- Responds to public inquiries about recreation programs made by phone, correspondence or during public meetings and explains program policies and procedures.
- Assists in the preparation of brochures, calendars, letters, posters, news releases and flyers, and related communications regarding recreation programs.
- Coordinates, schedules and maintains related records and statistics for programs and personnel.
- Coordinates sports programs, registers children for teams, collects fees, acquires coaches, assigns practice and game times, and distributes and collects uniforms and equipment. As Gym Supervisor, monitors safety and security of facility, works with participants and sport officials, maintains cleanliness of facility, and ensures equipment is maintained and safely operated.
- Assists in maintaining a variety of computerized and manual records, including registrations, reservations, daily

attendance, permission slips, timesheets, purchasing, accidents/incident/vandalism reports, and other related records and reports.

- Assists in promoting interest and provides information regarding recreation programs to school officials, recreation officials, community service groups, other departments and the general public.
- Performs a variety of miscellaneous duties such as answering the phone, typing correspondence, running errands, picking up supplies, conducting children's arts/crafts, making arrangements for rental and use of Parks and Recreation facilities, helping to set-up tables and chairs, transporting program participants, etc.
- Instructs participants in individual and group activities.
- Directs and trains staff and volunteers working with various recreation activities and events.
- Provides guidance, supervision, care and activities for various program participants and activities, maintains discipline, provides corrective counseling and consequences, enforces rules, and resolves disciplinary problems.
- Observes participants during program activities to monitor for safety and health standards.
- Inspects recreation equipment for proper working order and safety.
- Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various work sites to perform assigned tasks based on department or seasonal needs, transport participants, equipment, supplies, and materials.
- Assists with organizing activities for recreational programs. Work may include: assisting with the planning, preparing and conducting of activities, games, crafts, field trips, and indoor/outdoor activities. Maintains appropriate discipline and program decorum.
- Greets customers and patrons, responds to inquiries and requests, and provides information, assistance or instruction regarding program policies, procedures, and activities.
- Responsible for maintain communication between staff and participants.
- Maintains order, safety and cleanliness of service areas and equipment by following procedures and enforcing operational rules and regulations. Performs basic cleaning and sanitizing of facilities and program areas.
- Observes all necessary precautions to secure the safety of participants.
- Identifies and reports unsafe conditions, assists with general maintenance and/or initiates repair requests.
- Attends all necessary meetings and trainings as scheduled.
- Provides excellent and proficient customer service to both internal and external customers.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, afternoons, evenings, weekends and holidays as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

Peripheral Duties:

- Assists in the supervision of program volunteers.
- May operate golf cart on park premises.
- If 18 years of age or older, may operate a city vehicle to run errands and attend to events.
- As needed, unlock and lock facilities.
- Performs related duties as required.
- Performs special assignments as requested.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Minimum of 17 years of age or older.
- Preferred graduation from High School or GED
- One (1) or more years experience in developing and implementing recreation programs and working with youth and/or adult programs OR
- Any combination of education, experience and training which demonstrates the knowledge and experience to perform the duties and responsibilities of the position.

Knowledge:

Practical knowledge of recreation philosophy, planning and administration; Basic knowledge of the equipment facilities, operations and techniques used in comprehensive community recreation programs; Equipment and supplies used in

youth and adult sports, games and activities; Customer service principles and practices; Recordkeeping practices; First aid and CPR for proper response in an emergency situation; Federal OSHA and State and County regulations and City policies regarding safe work practices; A large variety of recreational activities suitable for children, adolescents, and adults.

Skills:

Skill in the effective, safe operation of listed tools and equipment; Utilizing computer hardware and software to accomplish work assignments (i.e., Microsoft Office) and demonstrate proficiency to update documents, spreadsheets, and databases; Supervising multiple games and activities simultaneously; Officiating, keeping score and timing a variety of youth and adult sports; Providing courteous and efficient service to the public and in responding to inquiries, complaints and requests in a fair, tactful and firm manner; Both verbal and written communication; Establishing and maintaining effective working relationships; Operating basic computer programs.

Abilities:

Ability to: Develop, coordinate, and direct varied activities involved in a community recreation program; Communicate effectively orally and in writing; Plan and supervise the work of paid staff and volunteers; Understand and follow directions given by immediate supervisor; Adhere to program standards and objectives outlined in city policy and by supervisors; Accompany groups of all ages on field trips and off-site activities; Enforce sport and activity rules and regulations; Enforce discipline; Open, prepare, and supervise the use of, and break down and close of a recreational facility and/or special event, which may include site prep, rearranging classrooms and moving furniture and equipment; Operate a motor vehicle safely, if assigned; Keep and maintain complete and accurate manual and electronic records; Respond to requests and inquiries courteously; Perform basic arithmetic calculations; Use equipment and tools properly and safely; Participate in teamwork productively and establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders and the general public; Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity; Willingness to work shifts and hours for department held events and activities to include the working of early mornings, afternoons, evenings, nights, weekends, and holidays as scheduled and as necessary; and work in different weather conditions with exposure to the elements.

Special Requirements:

Valid Arizona state driver's license or ability to obtain one – Employees must be at least 18 years of age to operate a City vehicle. Possession of Cardio-Pulmonary Resuscitation/First Aid Certification or ability to obtain certification within 60 days of assignment to position.

WORK ENVIRONMENT:

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. - See Physical Demands Form

EXPECTED BEHAVIOR/QUALITY OF SERVICES:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____