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# Recreation Program Assistant

## Concessions, Field House, Inclusion, Program and Splash Pad

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### **Job Description**

Under the supervision of the Recreation Supervisor, the Recreation Program Assistant performs a variety of support tasks in order to aide in the coordination of comprehensive recreational programming.

### **Qualifications**

Must be able to uphold and enforce Park Districts Policies and Procedures, have knowledge of recreational programs and activities suitable for various ages. Possess effective verbal and written communication skills. Has the ability to develop and maintain productive and cooperative relationships with District staff, other agencies, volunteers, and the public. Individual must be able to provide quality customer service by demonstrating adaptability and problem-solving skills.

### **Pre-requisite:**

- Ability to adhere to a flexible work schedule; varying shifts, some evenings or weekends are necessary
- Must be at least 14 years of age with a work permit or 16 years of age without a work permit
- Cognitive skills to follow both written and verbal direction
- Ability to stand/walk for extended periods of time
- Manual labor; light to moderate lifting
- Ability to work in diverse climate and environment

### **Primary Responsibilities**

This person's duties shall include, but not be limited to:

1. Programs:
  - This position performs the support tasks necessary to assist leaders in the delivery of various recreational programs. May assist in the instruction and general maintenance of programs.