



City of Pacific Grove
Established Date: 12/18/2013

RECREATION ASSISTANT I

SUMMARY: Under supervision, assists with a variety of recreation program activities, including customer service at centers, monitoring participants, and assisting with the supervision of individual and team sports, programs, and activities.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists the recreation staff with a variety of basic tasks; duties will vary according to job assignment.
- Assists in setting up and maintaining recreation facilities for events and scheduled programs.
- Assists with organizing sports activities, and learns to maintain discipline at recreation facilities.
- Learns to instruct various arts, crafts, games, and sports, and learns the rules and techniques.
- Assists with routine attendance and participant records; registers citizens for classes and special events; checks out and checks in personal belongings such as, clothing at the pool, recreation and athletic equipment, games and toys, etc.
- Assists in the enforcement of rules, regulations, and safety precautions for municipal facilities.
- Recognizes, avoids, and reports unsafe acts, conditions, accidents and injuries.
- Maintains recreation facilities and equipment in clean and safe condition, and in compliance with City policies, procedures, and regulations.
- Provides information, instructions, and assistance to the public within scope of authority and training; assists customers with requests, program participation, applications, and other documents.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND one year of customer service experience; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Operations of public recreation programs.
- Occupational hazards and safety precautions.
- Basic rules for athletic games and sporting competitions.
- Basic record keeping principles and procedures.

Skill in:

- Following verbal and written instructions.
- Accounting for money and making change

- Interpreting and explaining City policies and procedures.
- Monitoring operations and notifying supervisor of safety and discipline issues.
- Dealing tactfully and courteously with the public.
- Promoting and enforcing safe work practices.
- Establishing and maintaining cooperative working relationships with employees and the general public.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required. American Red Cross Standard First Aid Certificate or equivalent may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed at City recreation facilities and venues.