



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

RECREATION ASSISTANT II

SUMMARY: Under supervision, performs a variety of activities in support of recreation programs, including customer service at centers, instruction, monitoring, 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 program staff with various tasks to help meet the program services goals; duties will vary according to job assignment.
- Assists in setting up and maintaining recreation facilities for events and scheduled programs.
- Organizes sports activities, and maintains discipline at indoor and outdoor recreation facilities.
- Instructs various activities, arts, crafts, games, aquatic instructor/guard, and sports; explains the rules and techniques for activities; assists participants, and evaluates performance of participants in instructional programs.
- Assists with various activity programs; supervises participants in diversified recreation programs, verifies supplies, equipment, and facilities are in order, and recommends supply needs to the supervisor.
- Maintains 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.
- Enforces 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; 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 two years experience working in recreation programs, preferably with City of Pacific Grove; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Rules, equipment, facilities, operations, and techniques used in public recreation programs.
- Occupational hazards and safety precautions.
- Rules for athletic games and sporting competitions.

- Legal liabilities and responsibilities for recreation services staff.
- Local community resources and regional community services programs.
- Record keeping and file maintenance 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 ensuring recreation programs are operating properly and safely.
- 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 for some assignments. Current Lifeguard Certificate and current CPR for Professional Certificate may be required for some job assignments.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed at City recreation facilities and venues.