

TITLE: Recreation Assistant

PR/5

DEPARTMENT: Parks and Recreation, City of Franklin

JOB SUMMARY: This position is responsible for assisting with a variety of recreation activities and programs.

MAJOR DUTIES:

- o Helps plan, schedule, and organize recreation programs and special events.
- o Handles registration; responds to inquiries, complaints and requests for classes and referrals.
- o Coordinates activities with department staff and outside agencies.
- o Helps prepare public information announcements, brochures, and press releases.
- o Assists with preparing for and coordinating special events.
- o Promotes programs.
- o Closes facilities after use.
- o Washes windows and dusts.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the methods and practices of community recreation work including knowledge of equipment, techniques, rules and regulations.
- o Knowledge of first-aid practices and techniques.
- o Knowledge of personal computers for use in word processing and electronic communications.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Athletic Program Specialist assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related duties in support of department programs. The diversity of tasks contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to assist in the development and implementation of athletic programs. Successful performance in this position enhances the quality of life of citizens of Franklin.

**PERSONAL CONTACTS:** Contacts are typically with other city personnel and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, resolve problems, and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office and outdoors.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
  
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.