


Franklin, Virginia	
Title: Recreation Assistant	
Status: Non-Exempt	

**Summary Objective**

The purpose of this job is to assist in the overall planning, organizing, and conducting of various recreation activities including youth programs, after-school programs, summer camp, special events, and anything else that is needed.

This position works under close supervision according to set procedures.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Conducts recreational activities for community members of all ages.
- Coordinates recreational programs.
- Prepares facility for planned events – includes cleaning.
- Ensures facility is maintained and safe procedures are followed.
- Advertises upcoming events.
- Monitors recreational events and supervises gym activities, recreation center activities, and programs.
- Maintains equipment and supplies pertaining to programming.
- Performs general clerical duties as required, including preparing reports and correspondence, copying and filing documents, answering the telephone, attending meetings, etc.
- Performs related work as assigned.

**Minimum Education and Experience Requirements:**


- High School Diploma or GED equivalent.
- Some experience in recreational programs and activities; or any combination of education, training, and experience.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or skill, adeptness, and speed in the use of the fingers, hands, or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

**This Class Description does not constitute an employment agreement between the City of Franklin and an employee and is subject to change by the City as its needs change.**

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**Unavoidable Hazards (Work Environment):**

*Unavoidable hazards refer to job conditions that may lead to injury or health hazards even though precautions have been taken.*

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Extreme heat and/or cold; Wet or humid conditions.
  - Extreme noise levels, Animals/wildlife.

**Special Certifications and Licenses:**

- Certified Playground Safety Inspector (able to obtain within the first year of hire)
- Must possess and maintain a valid Virginia driver's license.
- Prefers a commercial driver's license and CPR certification. Requires a valid driver's license

**Americans with Disabilities Act Compliance**

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Standard Clauses**

May be required to work nights, weekends, and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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