

TOWN OF ELKTON

JOB DESCRIPTION

RECREATION ASSISTANT

Department:	Parks & Recreation
Reports to:	Director, Department of Parks & Recreation / Recreation Supervisor
Classification:	Part-time Seasonal / Non-Exempt
Hourly:	\$11.75 per hour

Revised: June 2021

JOB SUMMARY

This is an entry level, non-skilled position with Department of Parks & Recreation under the supervision of the Director or a designee. The incumbent performs work in a variety of physical locations both indoor and outdoor which includes all normal weather conditions. The assistant works part-time hours in the day, evenings, weekends, and some holidays.

ESSENTIAL FUNCTIONS

Assignments will include any of the following:

1. Supervise and assist participants in a variety of recreational programs including sports clinics, art, cooking and science classes, summer camps and after school programs.
2. Assist with developing plans for the program and prepare needed supplies.
3. Set up and clean up of activities.
4. Supervise participants, keep score and time, distribute and collect equipment for youth sports leagues.
5. Monitor events to assure orderly conduct of participants.
6. Clean event areas at closing which includes picking up debris from floors or park areas, sweeping, mopping, wiping counters/tables/bleachers/chairs, etc., collect items for lost and found, and maintaining and returning cleaning supplies.
7. Assist with special events including parades, festivals, and other community events.
8. Communicate with parents, family members, spectators, and other public and forward concerns to supervisor.
9. Provide feedback about the programs to the Recreation Supervisor and Director.
10. Follow policies and procedures.
11. All other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Answers telephone, record and relay messages.
2. Performs minimal office tasks (copying, filing, etc.).

ADDITIONAL RESPONSIBILITIES (cont'd)

3. Practices all safety precautions as instructed, including the use of safety and sporting equipment, and follow all safety procedures, both for personal safety and for the safety of other employees, participants and the public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to lift up to (20) pounds vertically for at least 36 inches.
2. Ability to stand/walk for extended periods and to stoop, kneel, crouch, crawl and reach.
3. Ability to use all required equipment to effectively assist with events.
4. Ability to follow instructions and perform assignments effectively and efficiently under limited supervision.
5. Must be able to understand verbal and written instructions.
6. Must be able to work in a wide range of environmental and physical conditions.
7. Must be polite, courteous, able to use discretion and tact when dealing with families, the public, elected officials, and other employees of the Town of Elkton.
8. Must be able to successfully pass an employment/criminal background investigation, physical examination and drug screen.

EDUCATION AND EXPERIENCE:

1. High school diploma or G.E.D. or currently attending high school.
2. Some knowledge of sports rules and conduct and protocol in assisting with events.
3. Prior exposure or participation or assistance in Parks & Recreation, entertainment, education, or public relations setting helpful.

RESERVATION OF RIGHTS

The Town of Elkton reserves the right to amend and/or otherwise change the provisions, wording or any information included in this job description at any time, not inconsistent with law. The position of Recreation Assistant is “at will” and acceptance of this position does not represent an expressed or implied contract of employment for any duration.