



City of Clinton
Job Description

JOB TITLE: Program Assistant

Exempt (Y/N): No

Location: Brighton/Traceway Park

Supervisor: Sports Coordinator

Salary Level/Range: Entry Level

Shift: part-time/nights & weekends (+/-20hrs.)

Department: Parks and Recreation

SUMMARY: To assist in the planning and organization of a diversified program of athletics, sports, and games; while providing supervision and leadership of community recreation and athletics programs for the City of Clinton Parks and Recreation Department. Employee is responsible for performing both routine and non-routine community assistance duties as dictated by the nature of the programs. Employee must exhibit friendly and professional customer service skills in all communication with the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs customer service responsibilities, e.g., answers telephone inquires; contacts citizens and clients for dissemination of information; assist visitors; collects program and activity fees; schedules programs in a structured environment.

Assist in preparation and supervision of various programs, activities and leagues.

Performs light custodial duties, e.g., assures recreation equipment is safe and operational; maintains cleanliness of facilities and equipment; performs set-up and breakdown duties for activities and projects.

Monitors supplies and requirements of recreational activities and athletic programs and coordinates with supervisor to ensure ample supplies.

Attends and assists with organizational meetings and clinics.

Work with proper teams and league officials in the organization of rules and regulations for programs and schedules.

Maintains a complete record system of activity conducted, participation, results of league contest.

Effectively supervise citizens of all ages engaged in recreational activities.

Performs related duties as directed when they are logical and appropriately assigned to the position.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Preferred previous experience in recreation, sports, arts, social and/or related activities; or equivalent combination of training, education and experience.

Certifications, Licenses and Registration: A valid MS Driver's License is required. Certifiable in First-Aid/CPR/AED.

Language Skills: Ability to read, analyze, and interpret documents, reports, and related materials. Ability to communicate and respond to inquires complaints, and problems from citizens. Ability to speak in public and provide effective customer communications. Ability to communicate and present information to volunteer groups and special interest groups.

Mathematical Skills: Ability to add, subtract, multiply and divide. Ability to format algebraic formulas and percentages.

Reasoning Ability: Ability to carry out detailed instructions; ability to deal with and solve problems from customers.

Other Skills: Ability to interpret all athletic and recreation programming skills, rules and procedures and able to operate basic office equipment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear, use hands and fingers in correspondence and communication. Required to stand, walk, sit, reach with hands and arms, climbs or balance, stoop/kneel, and crouch. Occasionally must lift or move up to 75 pounds. Specific vision abilities required include; close, distance, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works around equipment and moving parts, large crowds, and outdoor areas in all type weather conditions from rain to cold to extreme heat. Employee could be exposed to fumes or airborne particles and toxic chemicals.