



## Parks & Recreation Assistant

Department: Ice and Fitness Center  
Classification: Variable Part Time / Non-Exempt  
Reports To: Parks & Recreation Supervisor  
Date: May 2021

### Position Description

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#### Objective

Responsible for assisting in the planning and organizing of the City's recreational programs.

#### Essential Job Functions

An employee in this position is required to perform the following essential functions with or without reasonable accommodation.

1. Assists in the organization of various recreational sports programs of the department including youth soccer, adult softball leagues, and other programs offered through the Ice & Fitness Center.
2. Assists in the organization of various special events.
3. Maintains full knowledge base of all programs and activities within the Parks & Recreation Department.
4. Attends budget, City Commission, Recreation Committee and other various meetings if necessary.
5. Attends parent, coaches, officials, and umpire meetings to assist with training.
6. Assists in the scheduling of umpires for softball and officials for soccer program.
7. Maintains inventory of sports equipment for programs.
8. Assists with the scheduling of park/pavilion rentals. Ensure proper forms are signed and rental fees collected.
9. Maintains records and prepare reports on all programs.
10. Assists Parks & Recreation Supervisor in evaluating the effectiveness of programs and recommendations as necessary.
11. Updates social media including newsletter articles, Facebook, WIFC website, etc.
12. Assists in maintaining the Recreation software program; inputting, updating, customer support, etc.
13. Perform other related duties as required by the Parks & Recreation Supervisor.

#### Minimum Qualifications and Required Knowledge, Skills and Abilities

1. Minimum high school diploma with experience in assisting with recreation programs or similar.
2. Demonstrated experience with a high degree of organizational skills and excellent time management skills.
3. CPR and Emergency First Aid certified.
4. Requires a valid State of Michigan driver's license, satisfactory driving record and the ability to maintain one throughout employment with the ability to inspect parks and recreation facilities.
5. Available to assist on evenings and weekends pertaining to events and seasonal programs

and weather-related cancellations.

- 6. Excellent oral and written communication skills, ability to perform a wide variety of tasks during busy, sometimes stressful times.
- 7. Ability to exercise good judgment, initiative, and resourcefulness in dealing with the public, customers, elected officials, community leaders and co-workers.
- 8. Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- 9. Must demonstrate appropriate customer service competences and behaviors in accordance with department policies and procedures.
- 10. Knowledge of relevant computer programs needed in the day to day management of the facility.
- 11. Ability to concentrate and pay attention to details; also ability to organize, prioritize and work independently and in a busy environment where priorities change as well as schedules.
- 12. Manual dexterity to work effectively for extended periods. Lifts and carries supplies weighing up to 30 pounds to waist-high-level.

**Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends a majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time; communicate by telephone, e-mail or in person, and move around the office or travel to other locations to attend meetings and site visits.

**Approvals**

The above is intended to describe the general content of and requirements for other performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

This job description has been approved by all levels of management.

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date