

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Recreation Assistant
Reports to: Related Recreation Program Coordinator, Program Manager or Camp Director
Position Status: Part Time
Pay Status: Hourly

JOB SUMMARY

This is an entry level position that assists in class instruction in a variety of recreation programs such as cultural activities, outdoor, youth and adult sports, teen activities, aquatic activities and senior center activities.

ESSENTIAL JOB FUNCTIONS

- Assist with teaching, instructing and conducting of recreation activities, classes and camps.
- Assists in coordinating and implementing of classes, leagues, tournaments, shows, dances, camps, exhibits, special events, etc. for all ages.
- Help with setting up and breaking down equipment and class area.
- Helps care for and supervises use and maintenance of equipment and materials used.
- Assist in program safety reports and quality assurance.
- Perform other duties and responsibilities as assigned by lead instructor and/or supervisor.

QUALIFICATIONS

- Must be age 14 or older. (May be younger for specific camps)
- Requires CPR, AED and First Aid certification.
- Must pass criminal background check.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of rules, skills and techniques of related specialty area such as cultural activities, outdoor, youth and adult sports, teen activities, aquatic activities or senior center activities.
- Ability to work harmoniously in a group and to interact with the participants of all ages in a positive and courteous manner.
- Willingness to accept supervision and to communicate effectively with supervisors.
- Flexibility, a positive attitude, enthusiasm and excellent problem-solving skills preferred.
- Enjoyment of outdoor activity and ability to work outside.
- Ability to work safely.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking work environment. Depending on the specific program, work is performed both indoors and outdoors using Park District, public or private facilities. Though most programs are held during the day, a few may meet in the evenings and/or overnight.

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.

- A Recreation Assistant must be in good physical condition to work with children and adults up to 8 hours a day, 5 days a week, depending on age requirements.
- Must be able to hear distress noises and hear and see distress signals in a variety of environments, keeping safety in mind at all times.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Ability to lift up to 50 pounds, including safely lifting children.
- Hours will vary and may include early morning, weekend and evening shifts.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature