



Recreation Program Assistant (Temporary) (updated August 2024)

Pay & Schedule: \$18/hour, November 2024 – March 2025, average 15 hours per week, Thursday evenings & Saturday mornings required, other scheduled times may vary

Job Description: The Recreation Program Assistant (Temporary) performs a variety of duties assisting the Recreation Coordinator, Recreation Supervisor and Director of Parks and Recreation with daily operations of a busy, fast paced, diverse and comprehensive parks and recreation program.

General Duties:

- Work with MyRec software including registrations, reports, e-mail blasts, program creation and other functionalities.
- Assist with office coverage as needed. Answering phones, handling registrations, assisting customers, program setup and breakdown.
- Will learn and be responsible for sending out program information, press releases, surveys, and program evaluations.
- Assist with the coordination & implementation of a weekly ski program (Thursday afternoons/evenings required January - February).
- Assist with the coordination & implementation of the recreation basketball program (Saturday mornings required December - February).
- Assist with Beyond the Bell after school program as needed.
- Assist with preparation of bi-weekly seasonal payroll.
- Other tasks as needed to support the department.

Qualifications:

- American Red Cross CPR/AED/First Aid Certification (training provided if necessary)
- Preferred: Enrolled as an undergraduate or graduate in a Recreation & Leisure program or closely related field
- At least 18 years of age with a valid driver's license and transportation

Reports to: Recreation Coordinator, Recreation Supervisor and the Director of Parks and Recreation.