



TOWN OF BUENA VISTA
Job Title:
Recreation Program Assistant

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| Department: Recreation | Pay Grade: 2 |
| Reports to: Recreation Supervisor | Wage Range: \$15.81-\$23.97 per hour |
| Work Location: Community Center | Effective Date: 1/1/2023 |
| FLSA Status: Nonexempt | Revision Date: 8/23/23 |
| Part-Time: 20 hours per week | Approved By: Shane Basford |

JOB SUMMARY

Under the direction of the Recreation Supervisor, the Recreation Program Assistant will assist with all aspects of running recreation programs for the Town of Buena Vista. This includes but is not limited to adult athletics leagues and tournaments, youth sports leagues and programs, youth and adult fitness classes, outdoor recreation programs, fine arts and leisure programs, and seasonally appropriate recreational activities.

JOB DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Supervises and executes specific youth and adult recreation programs each season, including setup and teardown.
- Develops marketing materials related to recreation programs, leagues, and activities through print, radio, web, and social media.
- Periodically updates the online registration system (ACTIVE Net) and recreation website with current program offerings.
- Manages the online registration system (ACTIVE Net) by inputting participants and creating rosters.
- Inventories, repairs, and purchases equipment required for programming and recreational facilities.
- Assists with program registration and collects participant payments through online, in-person, or drop-in processes.
- Assists with the collection and tracking of volunteer coaching documents.
- Assists with tracking and execution of volunteer coaching refunds and scholarship requests.
- Attends and participates in department staff meetings and Recreation Advisory Board meetings, as needed.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Assist with the guidance of part-time and seasonal staff and volunteers.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Knowledge of methods and practices related to programming of inclusive public recreation and sports activities.
- Knowledge of rules, playing standards, and governing bodies for youth and adult sports, including soccer, basketball, volleyball, football, baseball, softball, pickleball, and others.
- Knowledge of safety standards and best practice for sports and recreation activities, including protocol for administering first aid.
- Knowledge of best coaching practices and skill development progressions for various ages and ability levels of multiple sports.
- Knowledge of Microsoft Office and Google Suite systems.
- Knowledge of ACTIVE Net or similar reservation/registration software.
- Knowledge of Word Press or similar website maintenance systems.

Skills and Ability to:

- Ability to design and produce written and multi-media marketing materials.
- Ability to communicate effectively orally and in writing, including positive conflict resolution and customer service skills.
- Ability to use personal computer and smartphone for communication, word processing, database management, spreadsheet applications, and website management.
- Ability to develop and follow lesson plans for various youth sports and recreation programs.
- Ability to establish and maintain effective working relationships with staff, participants, parents, and volunteers.

EDUCATION AND EXPERIENCE

- **Education/Training:** High School Diploma or GED required. An associate or bachelor's degree from an accredited college or university preferred.
- **License or Certificates:** 1) Must possess and maintain Colorado driver's license; 2) Valid first-aid and CPR certification or must acquire certifications within three months of date of hire.
- **Work Experience:** 1) Experience in recreation programming and event coordination or related field preferred; 2) Experience working effectively in group environments and working with volunteers is highly preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Some duties of this position are performed in an office environment and involve sitting at a computer for extended periods. Most duties are performed outside of the office which may include weather, uneven terrain, and extreme noise. Many duties are performed during evenings and weekends, to include some holidays.
- **Physical:** Frequent sitting, standing, step climbing, and walking. Must be able to operate motor vehicles. Employee should be capable of lifting and moving numerous types of equipment. Employee must be capable of lifting 40 pounds repeatedly. May require climbing, balancing, bending, stooping, squatting, kneeling, and/or crouching.
- **Vision:** The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone.

ACKNOWLEDGEMENT

By signing below, you are acknowledging that you are in receipt of this job description:

Signature

Date

Printed Name