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| <b>Job Title:</b>    | <b>Recreation Assistant</b> |                            |            |
| <b>Department:</b>   | Parks and Recreation        | <b>Division:</b>           | Recreation |
| <b>FLSA Status:</b>  | Non-Exempt                  | <b>Position Status:</b>    | Full-Time  |
| <b>Date Updated:</b> | 4/4/2019                    | <b>Job Physical Level:</b> | Moderate   |

**General Purpose:**

This position assists the Recreation Department staff and Aquatics Manager in daily operations at the Gunnison Community Center. Major responsibilities are to supervise and train the rock wall attendants, front desk, and lesson instructors. The Recreation assistant works closely with the Recreation Supervisor, Rec. Coordinator, Recreation Center Manager and Aquatics Manager to run City events and programs.

**Essential Duties and Responsibilities:**

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

Assist the Aquatics and Recreation department staff in planning, organizing and supervising the Aquatics and City Programs (i.e. Halloween, Christmas, Easter, and other programs).

Supervise and train Rock wall attendants, front desk staff, and lesson instructors.

Work directly with Recreation Staff to develop strong ties and establish a solid working relationship with all staff and supervisors within the Center.

Assist in design, development and implementation of policies and procedures; rules and regulations in conjunction with Recreation staff in regard to patron use, fees, safety, risk management and ensure compliance with these policies.

Assist in recruiting, interviewing, hiring, scheduling, training and supervising the front desk and climbing wall employees. Attend and assist in regular lifeguard in-service trainings.

Design, develop, implement and track a variety of Recreation and Aquatic programs; develop promotional and marketing strategies; manage and lead in Recreation activities.

Conduct needs assessments and surveys to determine needs and desires of the public related to programming, operations, maintenance, hours of operations along with solicitation of new and innovative ideas and approaches.

Ensure the quality, cleanliness and up keep of the facility.

Directs and may perform the tasks of lifeguard, swim instructor, trainer, coach, chemical testing, and custodial duties on an as needed basis.

Handle point of sale transactions and various recreation computer systems

Requires answering of phone calls and questions to the public and patrons

This individual must be able to balance multiple tasks at once

Responsible for setting a positive example of positive customer service and professionalism in the work place. Anticipates and meets the needs of the community, its citizens and guests, and the aquatic staff.

Perform related duties and responsibilities as required.

**Other Duties and Responsibilities:**

Perform related duties and responsibilities as required.

**Job Qualifications**

**Required Education and Experience:**

High school diploma or GED equivalence.  
Experience in management (preferably in pool and recreation programs), staff supervision, successful team building and staff development or any combination of educations and experiences.

**Other Necessary Requirements:**

A COMPLETE CRIMINAL HISTORY BACKGROUND CHECK IS REQUIRED  
Experience in swim instruction, training and certification, or ability to acquire within 2 months of hire.  
Possession of Lifeguard, First Aid and CPR/AED certifications, or ability to acquire within 2 months of hire.  
This job requires 40 hours per week and one must be able to work a flexible schedule including weekends.

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| <p><b>Necessary Knowledge, Skills and Abilities:</b></p> | <p><u>Knowledge</u></p> <p>Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.</p> <p>English Language Comprehension - Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.</p> <p>Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, organization, multiple task coordination, and other office procedures and terminology.</p> <p>Computers Literacy — Demonstrated computer literacy and experience with word processing, spreadsheet and data file management required.</p> <p>Mathematics — Knowledge of basic arithmetic and calculations.</p> <p><u>Skills</u></p> <p>Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.</p> <p>Reading Comprehension — Understanding written sentences and paragraphs in work related documents.</p> <p>Time Management — Managing one's own time and the time of others.</p> <p>Speaking — Talking to others to convey information effectively.</p> <p>Coordination — Adjusting actions in relation to others' actions.</p> <p>Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</p> <p>Writing — Communicating effectively in writing as appropriate for the needs of the audience.</p> <p>Financial Management – Managing financial resources, including cash, and reporting of financial data.</p> |
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|                           | <p><u>Abilities</u></p> <p>Supervision and Interpersonal - Ability to provide supervision and instruction consistently to employees, instructors, volunteers and community service workers. Ability to work closely and cooperatively with children, adults, and senior citizens.</p> <p>Oral and Written Comprehension and Expression — The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to communicate information and ideas in speaking so others will understand. The ability to read and understand information and ideas presented in writing. The ability to communicate information and ideas in writing so others will understand. The ability to speak clearly so others can understand you. The ability to identify and understand the speech of another person. Ability to communicate effectively, both verbally and in writing. Ability to work with various community groups and the general public.</p> <p>Collaboration - Ability to work with various community groups and the general public.</p> |
| <b>Working Conditions</b> |   |
| <b>Work Environment:</b>  | <p>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.</p> <p>This position requires continual public interaction and communication including interaction with difficult citizens and customers.</p> <p>The work environment is in and around all ages of patrons and may consist of being in the Aquatics area and in the water to teach lessons. This position will require being in and around water on a regular basis and in a humid 90-degree facility.</p> <p>The noise level in the work environment is usually moderate due to children and a variety of center patrons and activities.</p>   |

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| <b>Physical Activities:</b>   | <p>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.</p> <p>While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.</p> <p>The employee must frequently lift and/or move up to 50 pounds.</p> <p>Specific vision abilities required by this job include close vision and the ability to adjust focus.</p> <p>It will be necessary at times to perform physical activities requiring continual walking, standing, and sitting. May be required to perform physical recreational activities such as swimming, running, jumping, climbing stairs, crawling, bending, and reaching.</p> |
| <b>Tools and Equipment Used:</b>  | <p>Recreation Software<br/> Microsoft Office including Word, Publisher, Excel, Outlook<br/> Computers<br/> Photocopiers/Scanners<br/> Multi-line telephone systems</p>   |
| <b>Supervision Received:</b>  |  |
| Works under the general supervision of the Recreation Center Manager.                 |  |
| <b>Supervision Exercised:</b>   |  |
| May supervise part-time staff or give assignments and direction to staff in training. |  |

**ACKNOWLEDGEMENT OF RECEIPT  
PLEASE SIGN AND RETURN TO HUMAN RESOURCES**

I, (print name) \_\_\_\_\_, acknowledge that I have received a copy of the current job description for the position of **RECREATION ASSISTANT** with the City of Gunnison. I understand the job description does not constitute an employment agreement between the City of Gunnison and myself and is subject to change by the Management of City of Gunnison in its sole discretion. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

\_\_\_\_\_

Employee Signature

Date

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Supervisor Signature

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Date