

Administrative Assistant – Parks and Recreation



DEPARTMENT: Public Works
DIVISION: Parks and Recreation
SUPERVISOR: Parks and Recreation Manager
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No

POSITION SUMMARY

This position is responsible for performing a variety of administrative and technical duties in support of the Parks and Recreation Division. Priorities for this position include providing excellent customer service to internal and external contacts, working with City and Recreation software, and supporting Parks and Recreation communications, marketing, outreach, and operations. This job includes Commission support that may involve evening meetings typically once a month. This job may fluctuate with weekend work depending on programs within the Division.

SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

General Administrative Assistant Duties

- Direct contact and communications with staff, parents, and members of the public.
- Helps produce, plan, and execute response documents for emergency situations at facilities.
- Assists with developing policies, procedures, and manuals for all Parks and Recreation programs.
- Administrative support for the Parks and Trails Commission including, but not limited to, creating agendas, packets, attending meetings, and creating meeting minutes.
- Youth and Adult sport league planning and scheduling.
- Youth and Adult tournament planning and scheduling.
- Responsible for the scheduling of all City-managed parks and recreation facilities.
- Assists with marketing efforts relating to recreation programs.
- Opens and closes the facilities, following the opening and closing checklist, as needed.
- Communicates effectively to participants, provides information and assistance to participants regarding general inquiries, programs, and schedules.
- Maintains responsibility for general office duties including ordering supplies, distributing mail, filing, and document retention.
- Accomplishes teamwork by working cohesively with all City staff and department heads.
- Demonstrates continuous effort to improve operations, streamline work processes and work cooperatively and jointly with city staff to provide quality and customer service.
- Schedules park reservations and special use permits coordination and issuing.
- May be required to work some evenings and weekends.
- Performs other related duties as may be assigned or required.

After School Program Assistance

- Direct contact and communications with staff, parents, and members of the public.
- Ensures the safety of children who attend the St. Helens Recreation After School Youth Program. Programs consist of a maximum ratio of one program counselor to fifteen children.
- Supports activities related to afterschool program development.
- Assists with development and editing of curriculum and program documents.
- Ensures necessary supplies have been purchased and are available and ready for use.
- Coordinates and implements a positive program that includes group active games, individual leisure time, homework and reading and writing time, arts and crafts, meals and snacks breaks, and bathroom breaks.
- Prints and uses daily rosters to track attendance throughout the day, ensuring that all children are safe and accounted for at all times.
- Monitors parent and guardian pick up and checkout procedures and ensures all paperwork and documentation has been adequately signed.
- Ensures safe use of equipment, toys, furniture, etc.
- Intervenes and manages children's behaviors, as needed.
- Builds positive, enriching relationships with children and their families by always providing an encouraging and supportive environment; communicates regularly with parents and guardians regarding student's progress and behavior.
- Provides parents and guardians with accident or incident reports for signature or review if needed.
- Assists in setting a calendar for seasonal staff meetings and discussing topics appropriate to the needs of the program.
- Leads by example, coaches, and corrects incorrect or unsafe behaviors and techniques.
- Follows laws of mandatory reporting.
- Ensures the safety, cleanliness and organization of classrooms and other trafficked areas, by assisting with daily cleaning tasks like wiping down furniture, sweeping, mopping, washing and sanitizing dishes and toys, and laundering soiled towels and clothing.
- Assists in responding to emergency situations in the workplace by following the emergency action plan, contacting the appropriate agencies, and documenting incidents as necessary; assists in ensuring First Aid and CPR supplies are maintained and ready for use.

MINIMUM QUALIFICATIONS

GENERAL

- a. Must be 18 years or older.

EDUCATION AND EXPERIENCE

- a. High school diploma or general education degree (GED).
- b. Related experience and/or training working with children ages five to 12.

KNOWLEDGE, SKILLS, AND ABILITIES

- a. Ability to read, analyze, and interpret general business procedures.
- b. Ability to write reports, business correspondence, and procedure manuals.

- c. Displays excellent communication skills required in working with internal staff and public, including the ability to communicate effectively and remain calm and courteous under stressful situations.
- d. Demonstrates abilities to work collaboratively in a team environment.
- e. Maintains punctual, regular, and predictable attendance.
- f. Maintains a neat and professional appearance and follows dress code protocol where assigned.

SPECIAL REQUIREMENTS

- Food Handler's License required within 60 days of hire.
- CPR/First Aid certification required within 60 days.
- Valid state driver's license or ability to obtain one.

PHYSICAL DEMANDS

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. 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 operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

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.

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGMENT

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Administrative Assistant – Parks and Recreation** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Administrative Assistant – Parks and Recreation

Date

Print Name: _____

Parks and Recreation Manager

Date