

Job description

JOB OVERVIEW

JOB TITLE	Seasonal Recreation Assistant
DEPARTMENT	Recreation Department
LOCATION	Sports Complex
REPORTS TO	Clerk of Court and Liberty County Board of County Commissioners

GENERAL JOB DESCRIPTION

This position is responsible for assisting management of the Sports Complex, including sporting events, tournaments, cultural events, and concession. The Recreational Assistant shall be an energetic, self-starter with good communication skills and must be able to work calmly in a high stress environment while possessing excellent customer service skills.

DUTIES & RESPONSIBILITIES

- Setting up activity equipment such as tables, instruments, electronics, etc.
- Maintaining and cleaning recreation equipment and facilities
- Assisting recreation staff in conducting sports, games and events
- Assisting participants during activities
- Performing administrative tasks such as filling out paperwork and answering phones or secretarial type work
- Assist in recreational grounds upkeep, running weed eater, mowers, or other equipment utilized in maintenance and upkeep
- Be a tasker – running errands as needed for the Department Director or Assistant
- Perform other duties as assigned

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties or requirements of this position.

REQUIRED EDUCATION & TRAINING/ LICENSE

- High school diploma or GED
- Must be 18 years of age or older
- Must pass Background, drug testing and pre-employment physical
- Must maintain a Valid Class E Driver's License

SKILLS & ABILITIES

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Good customer service skills.
- Effective communication skills.
- Ability to work without direct supervision.
- Timeliness
- Professional presentation and attitude.
- Ability to maintain focus while working individually.
- Exercise sound judgment and make decisions in accordance with established laws, regulations, ordinances, departmental policies and procedures.
- Ability to communicate effectively both orally and in writing.

- Ability to read, comprehend, implement and complete written and/or oral directions in English
- Ability to follow directions

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.

- Required to see, talk and to hear.
- Required to stand, walk, sit, reach with hands and arms, and stoop and kneel.
- Frequently required to lift and/or move heavy items when loading and off-loading supplies.
- Must be able to operate a motor vehicle, utility tractor, and John-Deere Gator or similar equipment.

Environmental Demands:

- Ability to tolerate inclement weather including rain, humidity, heat, and cold.
- Potential exposure to chemicals and confined spaces and poor ventilation

WORKING CONDITIONS

WORK ENVIRONMENT	The Seasonal Recreational Assistant is expected to assist and oversee recreational league sporting events, tournaments, and other events held at the County Sports Complexes. The Recreational Assistant may find the atmosphere to be emotionally charged, stressful and demanding. He/she from time to time will have to work odd or long hours for special events, projects in evening and/or weekend activities. Work within an office, work within a remote setting (as needed). Workdays, evenings, and weekends, as needed, to meet responsibilities of the position. This position often works in the community and is subject to inside and outside environmental conditions. Tasks may risk exposure to extreme temperatures, humidity, etc.
HOURS / SHIFTS	Position is Seasonal – less than 6 months in duration and less than 29 hours per week
BENEFITS	No benefits are provided with a seasonal position

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.