

**CITY OF AVALON  
RECREATION ASSISTANT**

**DEFINITION:**

Under general direction, assists and coordinates the activities of the City's Recreation operations, including assisting with planning, developing, promoting, and evaluating recreation programs, activities, and facility management; assists in ensuring safe work practices and service quality; collects fees and maintains files and records for all assigned programs; prepares a variety of correspondence; performs a wide variety of duties for the City's Recreation operations; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The Recreation Assistant is journey-level position responsible for assisting the overall operation of the City's Recreation programming, including Recreation facility scheduling such as the Joe Machado Ballfield, Tremont Hall, and City parks; planning and implementing all youth and adult recreation leagues, classes, and events, including aquatics and summer camp programs. Exercises general supervision over assigned volunteer workers. The incumbent coordinates activities with other City officials, departments, outside agencies, organizations, and the public; assists to establish department goals, objectives, policies, and procedures. This class is distinguished from the next higher class of Recreation Coordinator in that this position assists in implementation of Recreation programs and operations while the Recreation Coordinator has overall responsibility for the employees and operations as they relate to Recreation.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Community Services Director. Exercises direct and indirect supervision over assigned program volunteers.

**ESSENTIAL FUNCTIONS:** *(included but are not limited to the following)*

- Assists in managing, directing, and overseeing the activities of the City's Recreation operations; assists in developing, planning, and evaluates recreational programs and activities; oversees and participates directly in adult and youth sports, aquatics programs, summer camp programs, and the like.
- Assists in determining the recreation needs of the community; plans, develops, and organizes recreation programs and activities to offer a well-

rounded recreation program available to the public; maintains and creates new programs to meet the needs of the community.

- Participates in the development, implementation, and maintenance of goals, objectives, policies, and procedures for the programs; ensures that goals are achieved; evaluates the effectiveness of current and new programs, activities, and facilities.
- Coordinates with other agencies, nonprofit organizations, students, and volunteers to cosponsor a variety of special events.
- Assists in implementation of seasonal programming; ensures quality programs and activities are being provided to the children.
- Creates game schedules and rosters for adult and youth sports programs; solicits volunteers and coaches to facilitate programs.
- Assists with program and event scheduling and coordinates maintenance scheduling of fields and facilities; reserves field times; is the liaison to Long Beach Unified School District and other user groups and is responsible for any Reciprocal Use Agreements entered into by the City for recreation use. Coordinates lighting system calendars and field maintenance calendars, including working with all facility contractors, such as cleaning and trash contractors, concessionaires, etc.
- Assists with developing marketing materials, including newsletters, flyers, and ads; prepares staff reports; makes presentations to the City Council.
- Assists with the selection, training, and evaluation of seasonal programs for Recreation staff and/or volunteers; provides and/or coordinates staff training; identifies and resolves staff deficiencies; provides corrective personnel actions as required; reviews the work of program staff to ensure compliance with applicable federal, state and local laws, codes, and regulations.
- Assists the Community Services Director in the development of the Recreation budget; prepares forecasts of necessary funds for staffing materials, and supplies; presents, justifies, and defends programs, operations, and activities.
- Serves as a resource for program volunteers, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.

- Assists with organizing fundraisers; solicits donations and sponsorships from local businesses; prepares and sends solicitation letters to local businesses to fund recreation program needs.
- Responds to questions and concerns from the public, City staff, City Council, and other agencies; provides information as appropriate and resolves issues and complaints; provides for regular communication between various program staff.
- Establishes and maintains positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**OTHER DUTIES:** *(included but are not limited to the following)*

- Performs other related duties as required.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines, and occasionally assemble games, toys and other small pieces of recreation equipment as required. Vision sufficient to detect and distinguish between different colors, read fine print and visual display terminals; hearing sufficient to conduct conversations occasionally over the noise from groups of people, in-person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, occasionally in crowds of people and for addressing groups; physical agility to push/pull, squat, twist, turn bend stoop, and reach overhead; physical mobility sufficient to move about the work environment, and walk on uneven surfaces; physical strength to lift 20 lbs. from the floor and occasionally up to 50 lbs. of boxes containing equipment, paper and recreation materials; physical stamina sufficient to stand, walk and/or sit for prolonged periods of time; mental acuity to collect interpret and analyze data, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Recreation Assistant**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of increasingly responsible experience in providing quality recreation programs and events, and a high school diploma. A bachelor's degree in a recreation-related field is highly desirable.

**License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license prior to appointment. Possession of CPR and First Aid certification is required.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles, philosophies, and practices of recreation program management; practices, methods, equipment, and materials used in the design and delivery of recreation and leisure programs; program design and content development for specialized community activities; techniques for evaluation community service needs; methods and techniques of supervision, training, and motivation of volunteers; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations related to youth and senior program activities; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazard and standard safety practices.

**Ability to:**

Plan, organize, assist to manage and oversee the development and delivery of recreation and leisure activities and programs with limited guidance from supervisors; design, develop, and implement recreation programs suited to meet the long-range needs of the community; develop, modify, and implement standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; assist in developing and administering the program budget; coordinate, develop and conduct training programs for assigned volunteers; assist to establish division and/or department goals, objectives, and methods for evaluating achievement and performance levels; negotiate and oversee contracts for services; assists to assure compliance with safe work practices and principles; attend evening and weekend meetings and events as required;

interpret, explain, and apply applicable laws, codes, and regulations; perform mathematical calculations quickly and accurately; plan, organize, train, evaluate, and direct the work of assigned volunteers; read, interpret, and record data accurately; organize, prioritize, and follow up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships.

**Skills to:**

Operate standard recreation tools and equipment; operate office equipment as well as a computer and related software applications.