

City of Fort Worth, Texas
Job Description

Classification Title	Recreation Assistant		
Job Code:	PT5390	Job Family:	Part-time
Pay Grade:	502	Date Created:	2/3/2017
FLSA Status:	Non-Exempt	Date Revised:	12/31/2019

GENERAL SUMMARY

Assists in coordinating and conducting programs and activities at a community center and/or assigned facility. Performs a variety of recreation assistant duties and provides a wide variety of general customer services for the community center.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises children in After-School Program, Summer Day Camp, or another program/camp of assigned responsibility; oversees youth educational and recreational programs.
2. Promotes, coordinates, implements and evaluates structured inside and outside activities and events.
3. Develops and supervises art and crafts, games, sports and other recreational activities and events.
4. Attends mandatory orientation and training prior to the program start.
5. Develops and follows weekly lesson plans, procedures, policies and goals; including the Standards of Care.
6. Collects payments for programs, membership, and rentals.
7. Answers phones and assists customers at the front desk.
8. Performs administrative functions including filing, typing, and photocopying.
9. Restocks supplies and equipment as needed, etc.
10. Performs room set ups for rentals and programs.
11. Assists with field/swimming trips, including going into the water, working outdoors and leading activities and fully participates in activities with the children.
12. Assists with snack distribution, serving and cleanup, following snack program guidelines.
13. Maintains discipline, group control and practices safety.
14. Submits attendance records and other reports as requested.

15. Maintains and keeps a clean and organized work area and facility.
16. Performs other related duties as required.
17. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Variety of games, arts, crafts and other recreation activities.
 - Microsoft Software.
 - Effective methods and techniques of customer services.
 - Basic arithmetic operations.
 - Cleaning materials.
 - Housekeeping and sanitation methods.
- **Skill in:**
 - Customer service.
 - Time management.
 - Interpersonal relations.
 - Cleaning.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Operate and use modern office equipment, including computer and software packages.
 - Responds to requests and inquiries from the general public.
 - Handle cash.
 - Follow accepted safety guidelines.
 - Understand and follow oral and written instructions.

MINIMUM JOB REQUIREMENTS

High School Diploma/GED and six (6) months of experience (including volunteer, internship, observation through college course work) with children 5-13 years old leading activities in a recreational and/or educational environment.

Must be age 18 or older (17 if a high school graduate).

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

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.

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.