



**City of Batesville
Job Description
Job Title:**

Recreation Program Assistant (Part-Time)

Exempt (Y/N):

Shift: Variable

Department: Parks

Supervisor: Program/Sports Coordinator

Prepared By: Brandon Shrader

Dot Code:

Location: Parks and Recreation Office/Sites

Employee Name:

Date: 3-6-2017

Summary: The Batesville Parks and Recreation Department is seeking a dedicated and reliable individual for this position. This position will provide the right individual an excellent opportunity to become part of a friendly, team oriented work environment. The successful candidate will be responsible for general supervision, assist with coordinating and supervising recreation programs at an assigned facility in one of the following program areas: Recreation, Park Facilities, Community Center, Aquatics Parks or Sports. Perform other duties as required.

Essential Duties and Responsibilities include the following, but are not limited to:

Communicate effectively and tactfully with those contacted in the course of business including participants, staff, parents, and the public.

Write clearly and concisely.

Maintain a professional demeanor.

Record all accidents in full detail on the accident report forms and report to supervisor.

Accept constructive criticism and direction from supervisors.

Understand and follow oral and written instructions.

Maintain a clean and orderly work site.

Assist with supervising, evaluating, and training officials and volunteers.

Follow and administer department policies, guidelines and crisis management procedures.

For some assignments:

See program participants in need of assistance from near and far distances.

Provide leadership to officials and volunteer staff.

Independently make decisions.

Read, understand and explain city policies and procedures.

Maintain records and periodic reports.

Motivate program participants.

Effectively deal with stressful and emergency situations.

Successfully complete all training provided by the department.

Hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, fire alarms, whistles, and approaching vehicles or equipment which might pose a danger;

Speak loudly in order to warn program participants of impending danger.

Requirements:

Applicants must possess a valid Driver's License. Must be willing to submit to and pass a drug test. Background check will be administered. Ability to lift 25 pound packages on a regular and consistent basis.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens and city employees. Must be able to read, write and speak the English language.

Working Hours:

The Batesville Community Center and Aquatics Park is looking for variable hours per week. Need to be available for work throughout the week and weekends.

Compensation:

Depending upon experience & qualifications.