JOB TITLE: Recreation Department Associate

DEPARTMENT: Recreation, Hart County

JOB SUMMARY: This position is responsible for providing limited assistance with the administration of the programs and operations of the department.

MAJOR DUTIES:

- Assists with implementing the plans and organizing the recreation programs and activities
- Assists with implementing plans and maintenance of ball fields
- Inspects recreational facilities to determine safety, adequacy, and maintenance needs; assists with maintenance work as needed
- Periodically attends and provides support for recreation programs
- Registers participants, checks birth certificates, and collects entry fees for a variety of sports events
- Collects, receipts, and prepares deposits of monies received in the department on a daily basis
- Answers the telephone, responds to inquiries about departmental programs and activities, and takes messages for staff
- Prepares press releases on games played
- Maintains program participant files
- Assists with the cheerleader program during football season
- Keeps score book during basketball season; records scores, fouls, and time-outs
- Performs other related duties as assigned

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of relevant county and departmental policies and procedures
- Knowledge of sport program rules
- Skill in mathematical computation

- Skill in operating such office equipment as a computer, calculator, copier and typewriter

- Skill in verbal, written, and interpersonal communication

- Knowledge and skill in the operation of maintenance equipment

SUPERVISORY CONTROLS: The Recreation Director assigns work in terms of somewhat general instructions. Work is reviewed for accuracy, the nature and propriety of final results.

GUIDELINES: Guidelines include relevant county and departmental policies and procedures and games rules. These guidelines are clear and specific, but may require some interpretation in application.

COMPLEXITY: This position consists of assisting in adm n strative, public relations, and planning.

SCOPE AND EFFECT: The purpose of this position is to provide assistance in providing recreation services to community residents and to provide office support to the department. Successful performance contributes to the effective and efficient operation of the department.

PERSONAL CONTACTS: Contacts are typically with co-workers, program participants and their families, coaches, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed with the employee sitting, standing, walking, bending, crouching, or stooping.

WORK ENVIRONMENT: The work is typically performed in an office and at outdoor facilities, where the employee may be exposed to machinery with moving parts, irritating chemicals, and inclement weather. The use of protective devices may be required.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent

- Sufficient experience to understand the basic principals relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years