



## **Town of Buena Vista Recreation Department**

Post Office Box 2002

Buena Vista, Colorado 81211

Phone: (719) 395-1939

**Job Title:** Recreation Program Assistant

**Pay:** \$14-16/hour

**FLSA:** Nonexempt

**Days & Hours:** Year-round, part-time position. Average of 25 hours/week. Frequent afternoons, evenings, and weekends are required.

### **JOB SUMMARY**

Under the direction of the Recreation Program Coordinator, the Recreation Program Assistant will assist with all aspects of running recreation programs for the Town of Buena Vista. This includes but is not limited to adult athletics leagues and tournaments, youth sports leagues and programs, youth and adult fitness classes, outdoor recreation programs, fine arts and leisure programs, and seasonally appropriate recreational activities.

### **JOB DUTIES**

The following statements illustrate the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Supervise and execute all aspects of youth and adult recreation programs.
- Assist with the development of new programs and activities for year-round or seasonal recreation programming.
- Develop marketing materials related to recreation programs, leagues, and activities through print, radio, web, and social media.
- Periodically update the online registration system (ACTIVE Net) and recreation website with current program offerings.
- Inventory, repair, and purchase equipment required for programming and recreational facilities.
- Assist with program registration and collect participant payments through online, in-person, or drop-in processes.
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

- Assist with the guidance of part-time and seasonal staff and volunteers.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Knowledge of methods and practices related to programming of inclusive public recreation and sports activities.
- Knowledge of rules, playing standards, and governing bodies for youth and adult sports, including soccer, basketball, volleyball, football, baseball, softball, pickleball, and others.
- Knowledge of safety standards and best practice for sports and recreation activities, including protocol for administering first aid.

- Knowledge of computer-based record-keeping, and tracking systems related to registering and tracking youth and adult participation in recreation and sports programs.
- Knowledge of best coaching practices and skill development progressions for various ages and ability levels of multiple sports.

**Skills and Ability to:**

- Design and produce written and multi-media marketing materials.
- Communicate effectively orally and in writing, including positive conflict resolution and customer service skills.
- Use personal computer and smartphone for communication, word processing, database management, spreadsheet applications, and website management.
- Develop and follow lesson plans for various youth sports and recreation programs.
- Establish and maintain effective working relationships with staff, participants, parents, and volunteers.

**EDUCATION AND EXPERIENCE**

- **Education/Training:** Minimum of a high school diploma required. Associates or bachelor's degree from an accredited college or university with course work in recreation programming, business administration, or related field preferred.
- **License or Certificates:** 1) Must possess and maintain Colorado driver's license; 2) First-Aid and CPR certification or must acquire certifications within three months of date of hire.
- **Work Experience:** 1) Experience in recreation programming and event coordination or related field preferred; 2) Experience working effectively in group environments and working with volunteers is highly preferred.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The physical demands and work environment described here represent those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Some duties of this position are performed in an office environment and involve sitting at a computer for extended periods. Some duties are performed outdoors including in inclement weather, uneven terrain, and extreme noise.
- **Physical:** Frequent sitting, standing, step climbing, and walking. Must be able to operate motor vehicles or other motorized equipment. Employees should be capable of lifting at least 25lbs and moving numerous types of equipment. May require climbing, balancing, bending, stooping, squatting, kneeling, and/or crouching.
- **Vision:** The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone.