

JOB DESCRIPTION

Job Title: RECREATION ASSISTANT

Reports To: RECREATION DIRECTOR

Location: LA COSTA VALLEY

Revision Date: 07/15/09

Department: RECREATION

FLSA: NON EXEMPT

SUMMARY

Under the supervision of the Recreation Director, assists in coordinating and planning activities and use of the recreational facilities by residents and their guests. Reports to the Recreation Director with significant contact with residents, guests, contractors, outside groups and associations, and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in developing, promoting, directing recreation activities/programs including contracted classes, seasonal events, and monthly social activities for residents and their guests.
- Assists in compiling information to be printed in community newsletter.
- Assists with coordination of area reservations including preparation of Area Reservation agreements, collection of deposits and Certificates of Insurance, coordination of setup, clean up, and any necessary deliveries.
- Assists in responsibilities for the operation of the Recreation Office, pool, fitness room and tennis courts.
- Responsible for maintaining organization of storage areas for all recreation supplies and assisting with supply inventory and ordering.
- Process paperwork and produce the ID/pool access cards for use of the facilities.
- Perform regular ID checks at the pool, fitness room and tennis courts.
- Responsible for all opening and closing procedures (according to checklist) of the recreation facilities.

The preceding functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change or rescind the work of different assignment positions.

NON-ESSENTAL RESPONSIBILITIES:

- Assist with other jobs and other duties as necessary.

QUALIFICATIONS:

- Ability to read and write general business correspondence.
- Ability to effectively present information and respond to questions from residents, vendors employees, and guests.
- Ability to interpret a variety of instructions furnished in written, oral, diagrams or schedule form.
- Ability to design and prepare computer-generated flyers and posters for upcoming events.
- Ability to maintain effective working relationships with other employees, guests, homeowners, vendors and resolve conflicts and problems courteously and tactfully.
- Ability to sit/stand for extended periods of time.
- Ability to move around the facility and participate in activities.
- Must be able to lift/carry up to 25 lbs.
- Valid California driver’s license. Will be required to attend functions and work a flexible schedule that will include days, evenings, weekends and holidays.

PHYSICAL DEMANDS

Activity	Not Applicable	Occasionally Up to 3 hours	Frequently 3-6 hours	Continuously 6-8+ hours
Sitting		X		
Standing			X	
Walking			X	
Walking on uneven ground	X			
Bending (neck)		X		
Bending (waist)		X		
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Operation of foot controls or repetitive foot movement	X			
Hand Usage				
Is repetitive use of hand required?			X	
Simple grasping (right hand)			X	
Simple grasping (left hand)			X	
Power grasping (right hand)		X		
Power grasping (left hand)		X		

Fine manipulation (right hand)			X	
Fine manipulation (left hand)			X	
Pushing and/or pulling (right hand)		X		
Pushing and/or pulling (left hand)		X		
Lifting				
Up to 10 lbs.		X		
11 to 25 lbs.		X		
26 to 50 lbs.		X		
Over 50 lbs.		X		
Carrying				
Up to 10 lbs.		X		
11 to 25 lbs.		X		
26 to 50 lbs.		X		
Over 50 lbs.		X		
Vision				
Driving a car, truck, forklift or other equipment	X			
Seeing objects at a distance	X			

PHYSICAL DEMANDS

Activity	Not Applicable	Occasionally Up to 3 hours	Frequently 3-6 hours	Continuously 6-8+ hours
Seeing objectives/reading close work (e.g., Typed material, small objects, etc.)		X		
Ability to differentiate colors	X			
Having good depth perception	X			
Hearing				
Hearing conversations in a quiet environment		X		
Hearing conversations in a noisy environment	X			
Distinguishing between sounds such as bells, Buzzers, beeps, horns, etc.	X			
Exposure to excessive or loud noise	X			
Working Environment/Working Conditions				
Working alone			X	
Working as part of a group		X		
Performing routine/well defined duties			X	
Performing a variety of changing duties		X		
High speed performance	X			
Being around moving equipment or machinery	X			
Exposure to extremes in temperature, Humidity, and moisture	X			
Exposure to dust, fumes, gas, or chemicals	X			
Working with bio-hazards such as blood-borne pathogens, sewage, hospital waste, etc.	X			

Working at heights	X			
Indicate any visual, auditory, or physical protective equipment required	X			
Communication Skills				
Writing				
Speaking (oral)				
Making group presentations				
Reading and comprehending				
Listening				
Any additional requirements not listed above:				