

POSITION DESCRIPTION
City of Brewer

Class Title: Program/ Facility Assistant

Department: Parks and Recreation

Grade Number:

Date: June 27, 2006

Location: Brewer Auditorium

GENERAL PURPOSE:

Plans, organizes and coordinates a community recreation program for youth, including cultural arts, physical activities, special interest classes and summer programs. Performs a variety of skilled and unskilled custodial and maintenance work at the Brewer Auditorium. Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of buildings, grounds and parks.

SUPERVISION RECEIVED:

Works under close supervision of the Parks and Recreation Director, After School Coordinator, and the Parks and Cemetery Supervisor.

SUPERVISION EXERCISED:

May supervise part-time recreation staff, seasonal employees, volunteers, community service workers, and temporary employees as required and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Recreation:

Supervises classes, workshops and activities for youth engaged in recreation programs and co-sponsored programs.

Selects, plans and implements physical activities, day camps and special interest activities for youth.

Responds to public inquiries about youth recreation programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

Coordinates sports programs, registers children for teams, collects fees, acquires coaches, distributes uniforms and parent information.

Maintains a variety of records, including; registrations, permission slips, accident reports, injury reports, and vandalism, etc.

Performs a variety of miscellaneous duties such as answering phone, computer correspondence, running errands, picking up supplies needed for activities, conducting arts/crafts activities for children, making arrangements for rental and use of the Community Center, helping set up tables and chairs for classes, etc.

Assists in the scheduling of activities at the Community Center.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.

Organize and lead age appropriate activities for children enrolled in the After school Program and the Middle School After school Program.

Enforces the Parks and Recreation Department's policies and philosophies.

Maintains positive relations with parents and families of the children enrolled in recreation programs.

Maintain the building security at the end of the day.

During the winter months (evening hours):

Responsible for the daily cleaning of all entrances, glass doors, and rugs.

Sweeps all floors on a daily basis and machine washes or mops on a daily basis so as to keep floors in a clean and neat appearance. Keeps stage area clean and attractive.

Maintain daily supply of soaps, toilet paper, paper towels, etc

Responsible for the daily emptying of all building trash receptacles and recycling bins; also same in all offices.

Replace trash receptacle liners as needed. Clean trash receptacles and sanitize as required.

Responsible for the sweeping/vacuuming/washing of all traffic areas and offices. Cleans all smears and smudges on walls and doors.

Responsible for keeping all building entrances free of snow and ice buildup

Maintains current skills and knowledge in the proper and safe techniques of building maintenance.

Parks Department:

Assists in the training and/or supervision of lower level employees or community service workers.

Mows and maintains park and open space areas such as baseball and soccer fields; mows weeds; cleans and maintains tennis courts and nets; maintains sprinkler systems and assists in the repair and installation of sprinkler lines and heads.

Sweeps, washes, paints, and repairs or replaces park tables and slabs.

Performs routine maintenance on lawn and power equipment.

Plants lawns, trees, shrubs, and flowers.

Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of parks and open spaces.

Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

Operates tractors, mowers, trucks, washers, and other listed equipment as needed.

Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

Assists in setting up and taking down equipment for various park and recreation programs, prepares facilities for park and recreation program use.

Keeps records of work completed.

PERIPHERAL DUTIES:

May serve on various employee committees, as required and assigned.

Assists in the recruitment and selection of part-time and seasonal staff.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) High School Diploma or equivalent required. College Degree preferred. Experience in Parks and Recreation or related field.
- (B) First Aid, CPR, and AED certifications.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.
- (D) Working knowledge of equipment, materials and supplies used in building and grounds maintenance; Working knowledge of equipment and supplies used to do minor repairs.
- (E) Skill in operation of listed tools and equipment.
- (F) Ability to work independently and to complete daily activities according to work schedule; Ability to lift heavy objects, walk and stand for long periods of time; Ability to communicate orally and in writing; Ability to use equipment and tools properly and safely; Ability to understand and follow written and oral instructions; Ability to establish effective working relationships.

SPECIAL REQUIREMENTS:

Valid state of Maine driver's license.

TOOLS AND EQUIPMENT USED:

Floor washers, vacuum, mops, broom, dusting equipment, computer, including word processing and data base software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs. Pickup truck and 12 passenger van; lawn and landscaping equipment, including tractors, mowers, chain saw, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance.

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.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date:

Revision History: