



City of Polk City

Title:	Recreation Assistant I
Department:	Parks and Recreation
Status:	Seasonal
Reports to:	Parks & Recreation Director, Recreation Assistant II
Supervises:	N/A
Salary:	\$12.00-\$14.00 Hourly

POSITION FUNCTION:

The Recreation Assistant I position provides supervision, instruction, and transportation to participants in Polk City Parks & Recreation programs.

DUTIES AND RESPONSIBILITIES:

1. Supervises program participants in the following areas: youth programs and activities, adult programs and leagues, senior programs and activities, tournaments, and special events.
 2. Assists Parks & Recreation Director and/or Recreation Assistant II in planning, developing, coordinating, and implementing recreation programs and activities.
 3. Completes facility/event prep and maintenance as needed.
 4. Drives city van to transport program participants as needed.
 5. Performs other duties or assumes other responsibilities as apparent or assigned.
-

SKILLS AND ABILITIES:

1. Ability to work efficiently and safely, with or without direct supervision.
 2. Display honesty, trustworthiness, dependability, and respectfulness.
 3. Exhibit willingness to listen and learn. Ask for clarification as needed.
 4. Practice clear, concise, customer focused communication.
 5. Be attentive to the City of Polk City's standards, policies, and procedures.
 6. Be an example of Polk City Parks & Recreation's mission and vision statements.
 7. Use computers and related software applications.
-

QUALIFICATIONS:

1. High school diploma or GED, or in pursuit thereof.
2. Minimum age 16; or 18 if required to transport participants.
3. Experience working with children of all ages.

4. Valid Iowa driver's license.
 5. Adult and Pediatric First Aid/CPR/AED.
 6. Pre-employment criminal history record check.
-

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

1. Be responsive to visual and verbal alarms and other indications of distress.
2. Able to lift, carry, push, and pull up to 50 pounds.
3. Able to walk and stand for long periods of time on different surfaces.
4. Able to communicate effectively verbally and written with participants, community members, and fellow employees.
5. Requires outdoor work where heat, cold, precipitation, inclement weather, and nature may be encountered.
6. Requires travel within and out of Polk City, which imposes common travel hazards.
7. Standard work hours will vary from 0 to 30 hours per week to meet the needs of the department and may include evening and weekend hours.