

**CITY OF GROTON
POSITION DESCRIPTION
RECREATION ASSISTANT**

Position Title: Recreation Assistant
Department: Parks and Recreation
Reports To: Playground Supervisor or Recreation Specialist I
Contract: Seasonal
Approval Date: February 1, 2020

SUMMARY

The Recreation Assistant, under the direct supervision of the Playground Supervisor or Recreation Specialist I, supervises all recreational/playground activities for the City of Groton Parks and Recreation.

ESSENTIAL FUNCTIONS AND DUTIES

1. Supervises recreational activities, organizes games, sports, crafts, dances and other activities.
2. Acts as the official or instructor in competitive sports such as baseball, basketball, etc.
3. May provide instruction in the proper use of recreational or sports equipment.
4. Assists in all activities planned for the program, including but not limited to: arts and crafts, field trips, beach activities and special events.
5. Promotes a professional and courteous image of the City of Groton.
6. Ability to remain calm and think clearly in an emergency situation.
7. Must be flexible to adapt to situations that arise from working with children.
8. Must be flexible in adapting to tasks required by your supervisor.
9. Follows all safety rules and assists in maintaining a safe environment for members of the public.
10. Performs all other related duties as assigned by the Playground Supervisor or Recreation Specialist I.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to develop and maintain effective relationships with co-workers, program participants and members of the general public.

Ability to teach the basic knowledge of competitive sports, arts and crafts, music or other recreational activities.

CERTIFICATIONS

A basic first aid certificate is preferred.

EDUCATION/TRAINING/EXPERIENCE

Must be at least 15 years of age when applying for position.

Experience in team sports and play activities.

One (1) year of experience in group activities, preferably as a leader in an organized recreational program.

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PHYSICAL DEMANDS

While performing the duties of this position, the individual is frequently required to talk and hear; stand; walk; sit; squat; use hands to finger, handle or feel; reach with hands and arms. The individual may occasionally be required to lift up to twenty (20) pounds.

WORK ENVIRONMENT

The work is performed in a building, a pavilion or in the outside environment. The employee is exposed to the elements of the weather.

I have read and understand my position description.

EMPLOYEE'S SIGNATURE

DATE