

Recreation Assistant Tompkins County

Department: Various Municipalities

Classification: Non-competitive for all Towns and Villages per the NYS CSC 1979. Competitive for all other locations.

Approved: Towns 10/04/88

Revised: 3/79; 10/88; 04/01; 10/02; 7/03; 3/13; 3/15

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENTS FOR THE ACCEPTANCE OF APPLICATIONS:

If operating a mower, the applicant must meet standards set by the New York State Department of Labor to operate power mowers.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

A Recreation Assistant performs routine work in connection with the conduct of recreational activities or the care of a physical facility while in use. This is beginning level work in the field of recreating involving responsibility for the orderly assignment of facilities, the collection of fees and tickets, the issuing and collection of equipment, the orderly conduct of participants, and the maintenance of facilities. The work is performed under general supervision. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists in the conduct of a program at a recreation center or physical facility;
- Assists in the conduct of socials, dances, tournaments, special events, story-telling sessions, dramatics, parties, etc.;
- Assists with the officiating at athletic events;
- Assists with the chaperoning of trips and other group activities;
- Assists in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc.;
- Supervises the conduct of children's games and maintains order;
- Keeps records of attendance, activities, equipment, etc.;
- Makes up schedule for sports and special events;
- Operates a movie projector;
- Distributes and collects equipment;
- Maintains and prepares courts, fields, facilities, etc.;
- Maintains order and enforces rules and regulations;
- Assigns courts and other facilities;
- May perform routine custodial and maintenance tasks;
- May operate power mowers and other ground equipment.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge and familiarity with several types of sports and games;
- Ability to comprehend, remember and follow detailed instructions;
- Ability to read and write;
- Ability to keep simple records;
- Ability to give and enforce simple instructions;
- Ability to perform light manual labor;
- Ability to get along well with others;
- The employee's physical condition shall be commensurate with the demands of the position.

Originally created 3/79