

POSITION: Summer Recreation Assistant
Reports to: Summer Recreation Manager
FLSA Status: Seasonal; Non-exempt
Pay Grade: 1

SUMMARY: Under the direction of the Summer Recreation Manager, the **Summer Recreation Assistant** leads and supervises youth recreation activities, including t-ball, other sporting activities, games and social recreation.

ESSENTIAL FUNCTIONS:

- Teach and lead youth in daily activities including t-ball, sports, games and social recreation activities
- Instruct youth regarding rules and proper participation; promote good sportsmanship
- Ensure proper behavior of program participants; promote good sportsmanship
- Take disciplinary action as needed
- Officiate at local youth softball and baseball events; monitor events for safety and conformance to rules and regulations
- Assist with scheduling of officials for events, and with preparing ball fields
- Attend and participate in in-service training sessions
- Assist with care and maintenance of equipment and resources used in summer recreation activities
- Perform various maintenance duties to maintain clean and safe facilities
- Prepare, maintain, and submit required records and reports
- Handle or refer other problems and situations as they arise

OTHER FUNCTIONS:

- Perform other duties related to summer recreation as assigned

QUALIFICATIONS AND REQUIREMENTS:

- Previous experience working with youth ranging from 5-12 years of age required
- Must possess some knowledge and understanding of youth sports and recreational activities
- Must have strong customer service skills, with ability to deal with general public in a professional manner
- Must present a professional appearance and attitude at all times
- Must be willing to work outdoor for 4-8 hours in all kinds of weather conditions; exposure to extended periods of direct sunlight
- Must have physical ability to lift up to 25 pounds – equipment, supplies, etc.
- Work activities include a variety of physical activities involved with teaching and supervising youth
- Must have ability to react calmly and effectively in emergency situation

NOTE:

- The City of Canton is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, marital or veteran status, or any other basis prohibited by South Dakota or federal law.
- In accordance with the American's with Disabilities Act, the City of Canton will consider reasonable accommodations for qualified individuals with disabilities.
- This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at the direction of the City Commission at any time.

ACKNOWLEDGEMENT:

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Employee

Date

I have reviewed this position description with the individual identified above, and will do my best to provide effective direction and support so this employee can be successful in his/her performance.

Supervisor

Date