

<b>DEPARTMENT</b>	Parks and Recreation	<b>POSITION</b>	Program and Recreation Assistant
<b>DIVISION</b>	Programs and Recreation	<b>STATUS</b>	Full-time
<b>CATEGORY</b>		<b>FLSA</b>	Non-Exempt
<b>REPORTS TO</b>	Program and Recreation Coordinator	<b>DATE</b>	January 2024
<b>JOB SUMMARY</b>	Supports the program and recreation coordinator in developing, managing, and evaluating programs and recreational activities. Assists in managing program staff and volunteers. Presents a cheerful demeanor and positive attitude in all work duties.		
<b>PRINCIPAL DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Assists in creating and overseeing enrichment activities and recreational offerings.</li> <li>Evaluates activities, programs, and classes for content, techniques, and special problems.</li> <li>Monitors programs for function, safety, and equipment issues; performs safety and health-related cleaning and maintenance services as needed; requests maintenance services as necessary in facilities and program sites.</li> <li>Open and close program sites facilities; sets up and takes down equipment and supplies needed for scheduled activities; ensures that safety equipment is in good working order and easily accessible.</li> <li>Enforces facility, department, and city rules and regulations.</li> <li>Administers various types of leagues, including signing up participants, creating rosters, bracketing, compiling rules, and scheduling dates, times, locations, and referees for games and practices.</li> <li>Maintains inventory of supplies and equipment. Participates in the procurement process.</li> <li>Maintains documentation on all programs and participants; prepares statistical and summary reports as needed.</li> <li>Responds to routine inquiries and complaints in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.</li> <li>Ensures hourly employees adhere to established work methods and techniques; informs hourly employees of applicable city and department policies, procedures, standards, and specifications; reviews needs with appropriate supervisory and management staff.</li> <li>May assist with scheduling hourly staff; ensures appropriate staff to participant ratio for assigned summer camp and children’s programs.</li> </ul>		
<b>OTHER DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Engage and communicate with the participants and staff to ensure quality programming.</li> <li>Gathers information from various sources to identify needs and trends for new programs; drafts program outlines and reviews with higher-level staff.</li> <li>Flexibility and adaptability: being flexible and adaptable to changing needs and circumstances. This could involve adjusting schedules, modifying activities, and handling unexpected situations effectively.</li> <li>Visit each program daily: solve problems in a timely manner if necessary.</li> <li>Assist in communication and outreach. Communicating with participants, parents, and other stakeholders about program activities, events, and updates.</li> <li>Must be available for frequent nights and weekend activities.</li> </ul>		
<b>EDUCATION AND</b>	<ul style="list-style-type: none"> <li>Bachelor’s degree from accredited university, preferably in parks and</li> </ul>		

<b>EXPERIENCE</b>	recreation education, or sports and recreation. <ul style="list-style-type: none"> <li>• Or high school diploma/GED and 5 years' demonstrated experience with recreation management or program development and management.</li> <li>• Must have at least 2 years of experience in program management.</li> <li>• CPRP preferred, or ability to earn within 18 months of employment.</li> <li>• Must have a valid driver's license.</li> </ul>
<b>KNOWLEDGE, SKILLS, AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Must be a critical thinker who is able to work with little direction.</li> <li>• Must be able to discipline appropriately and mediate situations through sound conflict resolution skills.</li> <li>• Willing to be flexible in job duties as needed, sometimes spontaneously.</li> <li>• Support others through teamwork, dedication and guidance in order to achieve excellence in a task or activity.</li> <li>• Must have complete knowledge, or proven ability to learn, the rules and regulations of the city program including the Child Safety Policy.</li> <li>• Ability to develop, coordinate, and direct varied activities involved in a community program.</li> <li>• Must be comfortable talking in front of large groups.</li> <li>• Have knowledge of developmental skills of children ages 5-17.</li> <li>• Must be familiar with Microsoft Office.</li> </ul>
<b>PHYSICAL, MENTAL, AND VISUAL SKILLS</b>	The physical, mental, and visual 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. <ul style="list-style-type: none"> <li>• Frequently required to run, jump, walk, sit, play, hear and talk.</li> <li>• Occasionally required to use hands to finger, handle, feel, or operate objects, tools.</li> <li>• Occasionally required to climb or balance, stoop, kneel, or crouch.</li> <li>• Occasionally lift and/or move up to 50 pounds.</li> <li>• Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.</li> </ul>
<b>WORKING CONDITIONS</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. <ul style="list-style-type: none"> <li>• Frequent nights and weekends.</li> <li>• Occasionally works in outside weather conditions.</li> <li>• Occasionally exposed to wet and/or hot, humid conditions.</li> <li>• Occasionally exposed to toxic or caustic chemicals.</li> </ul> Noise level in the work environment can be moderately loud while at the field.
<b>DRUG TEST REQUIRED</b>	The City of Elkhart is a Drug Free Workplace. Therefore, a post offer, pre-employment drug screen is required. Random drug testing may be conducted after employment.
<b>POLICY STATEMENT</b>	<ul style="list-style-type: none"> <li>• The incumbent is required to possess the knowledge, skills, and abilities, and the physical, mental, and visual skills described in this job description to perform the principal duties, responsibilities and essential job functions.</li> <li>• This job description is intended to describe the general nature and level of work being performed by the incumbent. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job and other duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.</li> <li>• This job description does not state or imply that the above are the only duties</li> </ul>

	and responsibilities assigned to this position. Employee holding this position will be required to perform any other job-related duties as requested by the Mayor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.
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