



JOB DESCRIPTION

COMMUNITY SERVICES ASSISTANT

(Part-time, 20 hour/ week & 32 hours/week)

DEFINITION

Under general direction of the Community Services Supervisor and the Recreation Supervisor, to assist in conducting various youth and adult sports programs; assist in organization, promotion and coordination of special events and activities; and to perform related duties as assigned.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E) Essential Duty; (M) Major Portion of Time**

- Assists in planning, promoting, implementing, supervising, and coordinating sports programs, day camp, and special events. (E, M)
- Proficiently operates computer and software programs in the design, preparation, and distribution of Community Services publicity, including press releases, flyers, and printed schedules. (E, M)
- Promotes interest and participation in sports through public relations and informational programs. (E)
- Assists in administration of the youth and adult sports and recreation classes, including processing registration forms and accepting fees. (E-M)
- Assists in recruitment, selection, training and supervision of seasonal personnel. (E, M)
- Plans work, schedules, and trains assigned staff. (E, M)
- Responds to citizen inquiries and requests for information. (E)
- Assists in coordinating sports, day camp, and special activities with other City departments and divisions, and with outside agencies. (E, M)
- Actively researches new sports programs and sponsors, and develops ways to contact and obtain the appropriate coaches and assistants. (E, M)
- Orders supplies and maintains inventory. (E)
- Assists in the implementation of the Summer Concert Series, Ukiah Country Pumpkin fest and other Community Services programs and activities as assigned. (E)
- Assists Sports Coordinator with organizing community meetings (E)
- Works flexible hours, including weekends, evenings, and holidays. (E)
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, procedures, and requirements used in developing and administering a coordinated community sports program adapted to the particular needs of the community, including youth and cultural activities.
- Modern office procedures, methods, and computer equipment.
- Business letter writing and basic report preparation.
- Recent developments, current literature, and sources of information related to leisure services planning and administration.
- Public relations principles and techniques.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with the general public and those contacted in the course of work.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.

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- Work well independently.
- Work well in a fast-paced, often hectic environment, and meet established deadlines.
- Generate support and enthusiasm of leaders, participants, groups, and agencies in recreation programs.
- Direct and implement recreation programs suited to the needs of the community.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Coordinate and compile information and statistics into complete, clear, and concise records and reports.
- Operate and use a computer and appropriate software programs for long periods of time.
- Provide support for senior Recreation staff.
- Type 40 words per minute, which requires manual dexterity.
- Lift 50 pounds.
- Work flexible hours and weekends.

Experience and Education:

Any combination of education and experience that is equivalent to graduation from high school. Work experience and/or college course work in recreation or related field preferred. Experience with PC based applications including Word, Excel, WWW browsers and PhotoShop desktop publishing program preferred.

Necessary Special Requirements:

- Possession of a valid Class C California Driver's license.
- CPR for infant, child and adult and standard first aid certificate must be obtained within first 3 months of employment.

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