



7. Assist the Program Supervisor.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Desired Knowledge, Skills and Abilities:

Degree in Community Recreation and one or more years experience in recreation field or any combination of training and experience which provides a demonstrated ability to perform the duties of the position. Knowledge of needs and behavior patterns of all age groups. Ability to communicate effectively both verbally and in writing with program participants, staff, co-workers, civic groups, and the media.

Knowledge of and ability to apply principles, concepts, and practices of municipal recreational programming. Ability to be creative with new programs. Ability to move from site to site during the performance of duties during any given day. Ability to set up and take down tables, chairs, and equipment for programs offered at various sites. Ability to have flexibility in days and hours available for scheduled work, including evenings and weekends.