PERKINS TOWNSHIP

**Job Description**: Recreation Assistant

**Salary Range**: $18.00-$21.00 per hour

 Application deadline is January 5, 2022 at 4:00pm

**General Purpose:**

Under the general supervision of the Director of Public Works, this position is responsible for conducting and coordinating recreation programs and special events for the community; Organize and promote activities such as crafts, sports, games, music, social recreation, etc; Provide staff support to the Public Works Department, Township Committees, Commissions and Boards as directed; Coordinate recreation activities with outside agencies, such as schools, groups and sports organizations as directed.

**Essential Duties:**

* Organize, lead, and promote interest in recreational activities
* Monitor and evaluate the efficiency and effectiveness of recreation programs, procedures, and equipment
* Participate in the development, planning, design and implementation of recreation programs and services for the community
* Ensure an opportunity for a variety of safe, accessible, and appropriate recreational activities at Township recreational facilities for all ages and abilities
* Provide staff support to the Township Park Board and other Township Departments
* Provide a variety of analytical and statistical reports as required
* Coordinate recreation activities with sports organizations, schools and other agencies as required or directed
* Confer with management in order to discuss and resolve participant complaints and concerns
* Assist in the development, negotiating and supervising of sports programs, i.e. baseball, volleyball, etc.
* Work closely with school districts
* Prepare and maintain records and evaluation reports on new and on-going program offerings
* Assist the Director of Public Works with inspection, evaluation and recommendations for equipment replacement and/or repair
* Assist with maintaining inventory of supplies and equipment
* Assist with; promoting and publicizing recreation programs and activities; preparing and coordinating the development of programs and event publicity, including flyers, brochures, new releases, etc.
* Provide staff training when necessary
* Perform related duties as assigned or required
* Grant Writing
* Administer first aid according to prescribed procedures, and notify emergency personnel when necessary

**Required Skills and Abilities:**

* Provide professional leadership and decision-making skills using sound judgment
* Exceptional customer service skills and ability to thrive in a fast-paced working environment
* Excellent organizational and time management skills
* A calm, friendly demeanor
* Interpret and apply Federal, State, County and Local laws, codes, regulations, guidelines, and standard practices affecting recreation programs and activities.
* Identify problems and discuss feasible solutions; project consequences of proposed actions
* Establish and maintain effective working relationships with co-workers, volunteers, board members, community organizations, other governmental agencies, news media, individual citizens, contractors, vendors
* Identify opportunities for improvement and implementation of new programs.
* Perform a variety of administrative functions
* Document and maintain programs schedules, calendar of events, and meetings.
* Proficient with computer programs to include data entry, report writing, and spreadsheets
* Ability to work evenings, weekends or holidays
* Participate in long range and strategic planning
* Work effectively under pressure and deadlines with consistent interruptions
* Communicate clearly, concisely and effectively both orally and in writing
* Ability to prepare and present programs at meetings or public functions

**Preferred Skills:**

* Basic knowledge of the use of recreation equipment, play area safety policies and site safety plan development.
* Certified Playground Safety Inspector
* Basic knowledge of the permit process and data entry for building, zoning and code enforcement.
* Analyzing information and evaluating results to choose the best solution, troubleshoot problems and remain compliant with laws, regulations and standards.
* Certified Park and Recreation Professional
* CPR and First Aid Certificates
* Ability to operate basic office equipment
* Familiarity with inventory management and stock taking

**Education:**

* High School Diploma or GED equivalent
* Possession of a valid Ohio Drivers License
* Associate or Bachelor Degree in Recreation (preferred but not required)

**Experience:**

* One year or more experience in various recreation / administrative fields
* Experience in recreation program development

**Physical Demands:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Environment: Work is primarily outdoors in late spring, summer and early fall, sometimes in extreme weather conditions. Work occasionally in the office. Noise level is moderately loud in the field.

 Physical: The employee must be able to:

* Lift, carry, balance, push or pull items up to a maximum of fifty (50) pounds with a strength factor of light to moderate work.
* See in normal vision range with or without correction and distinguish colors.
* Hear in the normal audio range with or without correction.
* Verbally communicate in person or on the telephone.
* Sit, stand or walk for extended periods of time.
* Occasionally stoop, bend, kneel, couch, or twist.
* Reach horizontally and above shoulders.
* Possess dexterity of hands and fingers to operate tools, equipment, machines, computer keyboards and printers.
* Enter and exit all vehicles and equipment.
* Ability to climb a ladder.
* Able to access construction sites, play areas and traverse uneven ground.
* Use hands and arms to handle, install, position and move materials.
* Pre-employment physical

Hazards: Working in mild to moderate hazard areas, around heavy equipment, tools and equipment. Occasionally exposed to wet and/or humid conditions. Potential exposure to toxic and caustic chemicals

**Selection Guidelines**

* Completed formal application received by January 5, 2022
* In-person interview
* Reference and background checks
* Pre-employment drug and nicotine screening

Interested applicants must fill out an application and return to:

Perkins Township

ATTN: Executive Coordinator
2610 Columbus Ave.

Sandusky, OH 44870.

Applications are located at our website: [www.perkinstownship.com](http://www.perkinstownship.com/?fbclid=IwAR02lt8Dqbw2RgRjeb_7p8YNnH-57uRLH3JzZer48OA_9f2FEaXOJ5bIQm4)

Application deadline is January 5, 2022 at 4:00pm. We will not accept resumes without a job application.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.*

*The duties listed above are intended only as an illustration of the various type of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the positon.*

*Reasonable accommodations, as prescribed by the American with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions and will be determined on a case-by-case basis.*

*Perkins Township is a Drug Free and Nicotine Free Workplace*