

Alleghany County Job Description

Job Title: Parks & Recreation Assistant
Department: Parks and Recreation
Reports to: Director of Parks and Recreation
FLSA Status: Non-exempt
Prepared By: CLW
Prepared Date: 4/1/2008
Approved By: JRS
Approved Date: 4/1/2008

SUMMARY

Performs responsible recreational and clerical work in accordance with the program standards for recreation programs. Responsible for typing and filing letters, forms, and reports. Provides assistance to the public. Answers the telephone, makes calls and distributes supplies daily. Pick up and deliver materials as needed. Transport participants by van to different locations. Assist in all programs as required. Performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

Computer proficiency.
Prepares and files letters, forms and reports as needed.
Youth athletics knowledge.
Provides assistance to public.
Organized and courteous.
Answer and make telephone calls, distributes supplies as needed daily.
Performs routine calculations for reports.
Runs errands to pick up or deliver materials as needed.
Ability to drive 15-passenger van and assist with special events.

QUALIFICATIONS To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Overall knowledge of general office equipment and ability to interact and work with clients in a professional manner.

EDUCATION AND/OR EXPERIENCE includes any combination of experience and education equivalent to graduation from high school including some general business courses and athletic/office experience.

CERTIFICATES, LICENSES, REGISTRATIONS a valid Virginia driver's license and satisfactory driving record.

PHYSICAL DEMANDS Capable of lifting at least 25 pounds and must be able to perform extended periods of physical activity. The physical 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

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.