

Alleghany County, Virginia



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PARKS & RECREATION ASSISTANT

Department: Parks & Recreation

Pay Grade: 104

FLSA Status: Non-Exempt

JOB SUMMARY

The Parks & Recreation Assistant is responsible in assisting with the planning, organizing, and implementing of parks & recreation programs.

ESSENTIAL JOB FUNCTIONS

- Answers telephone, make calls and assists patrons as they walk in the office.
- Proficient computer knowledge
- Thorough knowledge of all Parks & Recreation activities and sites.
- Knowledge of other organizations and surrounding community events.
- Assists in maintaining the Parks and Recreation website, online registrations and troubleshooting for parents/guardians who have problems getting registered.
- Ability to drive 15-passenger van and assist in activities; such as, athletics, Kids' and Senior Fishing Days, etc.
- Assists in creating score sheets and game evaluations for each of the league games.
- Prepares monthly reports for the Senior Centers that go to the LOA main office in Roanoke.
- Keeps track of equipment and jerseys that are given out and returned for the sport leagues; organizing all of the equipment in the store room; making sure it's accounted for and is easy to find and access; and laundering equipment as it is returned.
- Aids in scheduling support staff (referees, site supervisors, chain person, clock and book keepers).
- Puts practices and game schedules on the website and adds statistics after each game.
- Collects late fees in the office and creates receipts for each transaction.
- Runs errands to pick up or deliver materials as needed. Keeps maintenance records for the van fleet of the department.
- Helps to reconcile ticket/money intake.
- Completes paperwork for facility and shelter rentals.

- Attends community events (health fairs, reality fairs, etc.) and represents the County Parks and Recreation Department.
- Assists in the local Bike Rodeo with other local organizations.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School Diploma or an acceptable equivalency diploma (GED); three (2) years of related work experience; or an equivalent combination of education and experience.

Special Qualifications:

Possession of valid Commonwealth of Virginia Driver's License, with a good driving record.

Knowledge, Skills and Abilities:

- Knowledge of Parks and Recreation practices.
- Knowledge of program participants' interests, abilities, and behavior.
- Skill in effective inter-personal and public relations and customer service; excellent oral and written communication skills to satisfactorily resolve conflicts and issues, and to explain established policies and procedures to employees and the general public.
- Skill in performing tasks which require attention to detail, and completing assigned jobs efficiently and correctly.
- Skill in planning, prioritizing, and organizing work; ability to handle multiple work assignments and deadlines efficiently, accurately, and professionally.
- Ability to communicate and interact clearly and effectively with all those contacted in the course of work in a professional and courteous manner, both orally and in writing; establishing and maintaining effective, professional, and cordial working relationships.
- Ability to count and balance monies collected.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, grasping, handling, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing stooping, talking, visual acuity and walking.

WORK ENVIRONMENT

Work is performed indoors in an office environment, and includes outdoor responsibilities, with exposure to weather conditions.