

RECREATION Program Assistant May 2023

POSITION: A part-time, hourly position as Recreation Program Assistant for the Oakland Township Parks and Recreation Commission (PRC) in Oakland County, Michigan. The majority of position's duties are associated with assisting the Recreation Manager in planning, managing, supervising, and evaluating the Township's recreation programs and events and use of recreation facilities. This position is directly supervised by the Recreation Manager. Responsibilities listed are not intended to be an exhaustive list of all responsibilities, duties and skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Programming and Special Events

Acts as a resource and assists where required in the planning and implementation process as undertaken by the Recreation Manager for nature programs, special events, sports, health and fitness programs.

Assists recreation programs that promote core recreation services including recreation, nature/environmental programs and special events; targeting all population segments.

Initiates and suggests strategies to increase program participants.

Ensures data is gathered, organized and analyzed concerning program participation and use of recreation facilities.

Participates in meetings, programs, events, and/or conferences as appropriate to position.

Assists with prioritizing and planning of tasks for part-time support staff assigned to programs and special events.

Recreation Facilities

Monitors operations and communicates with maintenance staff on the maintenance of recreation facilities to ensure cleanliness, safety and good condition, for programs and events.

Monitors inventory, storage and upkeep of recreation equipment and supplies.

Communication/Marketing/Public Information

Under the supervision of the Recreation Manager offers outreach to community organizations

Meets and coordinates with community interest groups concerning recreation activities.

Maintains effective working relationships with co-workers, contractors, volunteers and the general public.

Assists with written communication and marketing to the public and media concerning recreation activities or facilities via newsletters, press releases, articles, Township website, kiosks, and social media.

Researches fees for services and programming ideas, equipment and materials.

Administrative and Financial

Adheres to and ensures that others adhere to policies and procedures, programs, and objectives for leisure, recreational, cultural, and sports programs and recreational sports facilities.

Collaborates with internal committee(s) on cultivation of partners and sponsors for recreation programs and facilities. Attends internal committee meetings, and assists manager with agenda, meeting documents and minutes.

Assists with the inspections and monitoring of recreation programs, services staff and facilities on a regular basis to evaluate quality and efficiency of operations and systems and compliance with operational standards.

Maintains yearly master program calendar compiled from partnerships, permits, service agreements, contracts and correspondence.

Volunteer Outreach

As time permits, recruits and selects recreation volunteers.

Assists with training, supervision, evaluation and recognition of volunteers.

Safety and Security

Adheres to and enforces risk management and safety policies, regulations, and procedures and informs Parks and Recreation Director of any potential issues.

Participates in and successfully completes annual staff safety training including Meetings and Presentations, Core, Office, and Field Safety.

QUALIFICATIONS:

Required Education and Experience

Post-high school education courses or seminars in Parks and Recreation, event planning or related field.

Preferred Bachelor Degree with core course work in Parks and Recreation; or related field

One - two years' experience in developing parks and recreation programs; experience in working with public; experience working with websites, social media preferred; or any equivalent combination of experience and training which provides the essential knowledge, skills and abilities.

Required Knowledge, Skills and Abilities

Must be organized and detail oriented in all components of the job.

Good knowledge of parks and recreation principles and practices.

Must be a caring person who enjoys working with the public.

Excellent communication skills, both written and oral.

Good public relations skills.

Ability to utilize computers and various software applications, especially software related to recreation, facility management and program registration.

Good skills and experience in generating and implementing ideas in parks and recreation programs such as fitness/healthy lifestyles, leisure, nature/outdoor programs, and sports programs.

Good skills in planning, developing partnerships, organizing programs and special events and ability to work with a diverse group of people.

Good knowledge of technology, social media for promotional use.

Physical Requirements

The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, finger, feel, grasp, lift, talk, see, hear, and perform repetitive motions which permits the employee to discern and dispense verbal instructions and interact with the general public; to comprehend written materials, discern, supervise and react to physical activities; to operate sports and office equipment; and to supervise recreational and sports activities and facilities.

Ability to perform physical work, sometimes under adverse conditions or in inclement weather.

Ability to walk for extended periods, stand for long periods, move objects weighing a minimum of 20 pounds, and traverse rough terrain.

Special Requirements, Licenses, and Certifications

Valid Michigan driver's license and good driving record. No felony convictions. Driving and criminal background checks will be completed.

Willingness and ability to obtain Current American Red Cross First Aid and CPR certifications within 3 – 6 months of date of employment.

Proof of proficiency in use of Microsoft Word, Access, Excel, Power Point and Publisher.

Must be able to provide own transportation if needed.

Willingness and ability to work flexible schedule including an occasional evening, weekend and holiday.

Willingness to obtain current USA Archery and ACA kayak certifications.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.