



POSITION DESCRIPTION

POSITION TITLE: Recreation Program Assistant (Internship Opportunity)

REPORTS TO: Recreation Supervisor

EMPLOYMENT CLASSIFICATION: Part-Time

LATEST REVISION DATE: April 4th, 2024

DEPARTMENT: Parks & Recreation Department

FLSA CATEGORY: Non-Exempt

PAY TYPE: Hourly

GENERAL PURPOSE

This position assists the Recreation Supervisor in the operation of recreational programs, events, and facilities, including but not limited to Sundae Thursday, July 4th Celebration, adult and youth softball, Community House, Bands on the Beach, Concerts in the Park, movie events, concession stands, set-up for events led by community organizations within parks. This position is responsible for implementing assigned tasks and activities within recreation programs and special events. The coordinator will assist with managing registrations, executing programs, answering community questions, marketing, and assembling information for recreation programs and special events. The position will work up to 40 hours per week with from June 1st through August 31st.

SUPERVISION RECEIVED

The position works under the general supervision of the Recreation Supervisor. The employee must be able to independently solve problems. Work is performed independently and is reviewed through direct review and observations of results obtained.

SUPERVISION EXERCISED

Employee provides general guidance to seasonal program employees.

ESSENTIAL DUTIES & RESPONSIBILITIES

- **Assist in Youth Sports Programs:** Help organize and conduct softball, baseball, soccer, and other sports activities for youth.
- **Support Day Camp Activities:** Assist in leading and organizing activities at day camps.
- **Event Assistance:** Provide support for community events, including setup and cleanup.
- **Facility Upkeep:** Help open and close facilities and ensure they are ready for use.
- **Operate Concessions:** Assist in concession stand operations during events.



- **Volunteer Support:** Help with volunteer coordination and provide support during events.
- **Registration and Customer Support:** Assist with program registrations and respond to community inquiries.
- **Event Scheduling Support:** Help prepare schedules and materials for leagues and activities.
- **Promotion Assistance:** Support the creation and distribution of marketing materials for programs and events.
- **Documentation Support:** Assist with the preparation of reports, schedules, and promotional materials.

MINIMUM DESIRED QUALIFICATIONS:

- Relevant education and/or experience in event coordination, recreation, marketing, K-12 education, or related fields.
- CPR and First aid certification or ability to obtain certification within 1 year of employment.

SPECIAL REQUIREMENTS

- Must possess and maintain a valid Wisconsin Driver's License or ability to obtain one.
- Must be a US Citizen
- Must be able to read, write, and speak in the English language.
- Must be of good moral character and temperate with industrious work habits and be willing to have a background check completed by Two Rivers Police Dept., and WI-CBI.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS:

- Experience using social media for promotion and marketing.
- Strong writing and editing skills.
- Requires excellent attention to detail and planning skills.
- Web site maintenance and knowledge of web related software is a plus.
- Entry level graphic design skills are a plus. (i.e. Canva, Publisher).
- Excellent customer service skills and ability to create meaningful experiences.
- Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Requires ability to multi-task at various levels of intensity. Effective time management to meet deadlines on short notice required.



- Ability to work independently and complete daily activities according to work schedule.
- Ability to establish working relationships with employees, supervisors, and the public.
- Ability to meet high customer service standards and demands.

TOOLS AND EQUIPMENT USED

Programmable telephone, computer, copy machine, calculator, cash register and credit card machine. Computer software includes MS-Windows, MS-Word, MS-Excel, MS-PowerPoint, Internet, Facebook, Instagram, Canva, and desktop publishing software.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions in an event coordinator. This may include long periods of standing, working outdoors, and setting up tables and chairs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is minimal.

SELECTION GUIDELINES

Formal application, rating or education and experience; oral interview and reference check; job related tests may be required.

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.