

# TOWN OF SHARON

## JOB DESCRIPTION

**Title of Position:** Program Assistant Job Description

**Department/Appointing Authority:** Recreation

**Date:** 7/16/18

**Originator:** Linda Berger, Recreation Director

### Personnel Board Use Only

Classification: Part-time, under 20 hours per week

Effective Date of Classification: Unknown

### 1. Summary Description

Administrative, supervisory and instructional work assisting the Program Coordinator in the implementation of Recreation Program, Leagues and/or Special Events.

### 2. Essential Functions

*The essential functions or duties listed below 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.*

- Assists the Program Coordinator and/or Program Instructor with planning, organizing, scheduling, coordinating and supervising recreation programs/activities.
  - Act in a professional manner at all times; be prepared each day with appropriate attire, curriculum and possess good attitude.
  - Attend all scheduled staff meetings and trainings to maintain good communication between all staff. In incidents where attendance is not possible, notify supervisor at least 24 hours prior to the meeting.
  - Build relationships with program participants by greeting them by name or family, thereby creating a welcoming atmosphere for all who enter our activities thereby being a positive role model for children and model appropriate behaviors for them to emulate.
  - Respond thoughtfully and swiftly to any other duties assigned by supervisor.
  - Report to work 15 minutes before scheduled class and be ready 10 minutes before start of class.
- Maintain a safe, fun and controlled environment
  - Identify hazardous conditions and eliminate or minimize them. Understand and implement first aid procedures and follow through emergency plans and complete records and reports as needed.
  - Take pride in surroundings, ensuring materials are returned to proper location; trash is removed after each group departs and building and/or field is in a condition that is clean and presentable for public use.
  - Represent and promote the Sharon Recreation Department positively in our community.

## **Supervision**

Works under the general direction and guidance of the Program Coordinator and/or Program Instructor.

## **3. Reporting Structure**

*Supervision Scope:* Performs all operational duties under direct supervision.

*Supervision Received:* Work is performed under the direction of the Program Coordinator/Program Instructor and/or Assistant Director.

## **4. Physical Environment**

*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.*

Light physical effort is generally required which involves occasional lifting/moving/pushing up to 30 pounds; may occasionally lift/move/push up to 60 pounds. Frequently required to spend several hours standing, walking, and reaching with arms. Must have the ability to judge distances and spatial relationships. Regularly stands, walks, sits, talks, and hears. Position requires the ability to operate a keyboard. Regular travel to various town recreation department sites.

Has high degree of interaction with general public, sports officials, parents, children, business and civic groups. Contacts are in person, by telephone, and by email and involve an information exchange dialogue. Errors could result in adverse public relations, loss of funds, reduced level of services, injury to staff and the public, as well as legal ramifications.

## **5. Communication**

Makes regular contact with the general public, numerous town department and officials such as the Treasurer's Office, the Accounting Department, the Department of Public Works, School Department and the Police and Fire Departments, and local civic organizations.

Errors could result in personal injury to self or others, monetary loss, and legal repercussions.

## **6. Experience**

One to two years prior experience in offering recreational programs, preferably in a municipal setting; or an equivalent combination of education and experience.

### **Special Requirements**

- Possession of a Massachusetts motor vehicle operator's license
- Must be at least 16 years of age.
- Must possess Red Cross CPR and First Aid, or equivalent.
- Evening and weekend hours may occasionally be required to oversee programs and events.

### **Knowledge, Ability and Skill**

*Knowledge.* Thorough knowledge of the principles and practices of community recreation management and athletic program curriculum management.

*Ability.* Ability to deal effectively and diplomatically with other town employees and the general public. Ability to communicate clearly and concisely, both orally and in writing with people of all ages. Ability to

develop and adapt innovative cost-effective programs to meet community needs. Ability to instruct others. Ability to use a computer including spreadsheet and word processing applications. Ability to operate a telephone and standard office equipment.

*Skill.* Excellent planning and organizational skills. Excellent customer service skills. Skill in coordinating various programs and projects simultaneously. Budget development and monitoring skills.

***This 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.***