



City of Umatilla

Job Title:	Recreation Assistant	Job Category:	Non-Union; Non-Exempt
Department/ Group:	Parks & Recreation	Pay Grade:	\$17.50 to \$20.50/Hr. DOE
Location:	Varied	Reports to:	Parks & Recreation Director
HR Contact:	Jonathan Egan	Position Type:	Regular Part-Time (not to exceed 19 Hours / week)
Supervision:	<p>Received: Works under the direction of the Parks & Recreation Director. May receive daily tasks and schedules from the Recreation Coordinators.</p> <p>Exercised: Directs and oversees a team of Recreation Aides</p>		
Minimum Qualifications:			
<ul style="list-style-type: none"> • Access to reliable transportation • First Aid and CPR Certification or the ability to obtain within 30 days of hire. • Must pass a criminal background check. • Experience overseeing and directing groups of people. • Experience organizing and overseeing schedules. • Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. • Ability to obtain additional certifications as needed depending on assignment, such as: Food Handlers Card, OLCC Permit etc. • Must be 18 years old • Possession of a valid driver's license 			
Job Description			
<p>GENERAL PURPOSE</p> <p>The Recreation Assistant provides a wide range of recreational opportunities for all ages in a fun, safe and positive environment. The Recreation Assistant will oversee and direct the Recreation Aides and participate in organizing, planning and leading a variety of recreational activities including, but not limited to: art, craft, music, performance, science, games, special events, and sports as well as supporting various community recreation and arts programs and events that serve and engage the public within the City of Umatilla.</p> <p>ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE:</p> <ul style="list-style-type: none"> • Oversee and direct daily activities of Recreation Aides. • Organize and oversee the schedules of Recreation Aides. • Ensures facilities are ready for the start of activities and events and secures facilities and equipment at the conclusion of activities and events. • Assist with the implementation of recreation programs and events at various locations within Umatilla City limits, marketing and promotion of recreation activities, assisting with activity registration and distributing information to participants. • Serve as a referee at sporting events according to City provided training. • Serve as an instructor for recreation classes • Act as a liaison between the public and the City. Maintaining a positive, friendly and helpful demeanor with proactive communication and customer service skills. • Being self-motivated with the ability to listen and follow specific directions. • Responsible for the supervision of recreational activities and patron safety. • Flexible schedule - may be required to work a split shift, evenings, and/or weekends. • Program activity area set-up and clean-up; clean and put away equipment; identifies material and equipment needs. • Attend orientation meetings and participates in in-service training and staff meetings as requested. • Assist with the sale of goods and services, both in person and online. 			

- Sell concessions to customers at events with general cash handling
- This position will also be cross trained at the Big River Golf course and the Umatilla Marina & RV Park to assist in coverage as needed.
- Occasional general custodial work

KNOWLEDGE, SKILLS AND ABILITIES

- Experience developing and managing partnerships with community organizations.
- Experience handling large groups of people, giving clear instructions, and motivating participants.
- Experience facilitating meetings, workshops or community events.
- Skills in developing media, marketing and storytelling ideas to advance community engagement.
- Ability to work frequent evenings and weekends.
- High customer service skills

TOOLS AND EQUIPMENT

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine, and base radio.

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 essential functions.

Frequent: Standing, Walking, Lifting/Carrying up to 5 lbs. Pushing/Pulling up to 10 lbs. Use of arms, wrists, and hands.

Occasional: Sitting, Driving, Lifting and Carrying up to 20 lbs. Pushing and Pulling up to 20 lbs. Bending, Twisting, Reaching Forward, Reaching above shoulder, and squeezing

Rarely: Lifting and Carrying up to 50 lbs. Pushing and Pulling up to 75 lbs. Crouching, Kneeling, Climbing Stairs, Climbing Ladder, and Operating foot controls.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and 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.

This position works primarily outdoors in City parks and trail systems. May occasionally work in an indoor setting. May require the use of standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines. The noise level in the work environment is typical of most open office environments when working indoors, and typical ambient noise environments associated with working in a park setting.

Reviewed By:	Chris Waite, Parks and Recreation Director	Date:	November 4, 2022
Approved By:	Dave Stockdale, City Manager	Date:	November 4, 2022
Last Updated By:	Jonathan Egan, Human Resources Analyst	Date/Time:	November 4, 2022



David Stockdale
City Manager