CITY OF WORTHINGTON

POSITION DESCRIPTION

POSITION TITLE:	**PART-TIME RECREATION SUPPORT STAFF**	**CLASS: No. 199**
Department:	Parks & Recreation	
Date:	July 2, 2012	Title Revised: 1997
Reports To:	Recreation Superintendent	Updated: 2012

General Statement of Duties

Under the direction of the Recreation Superintendent, Marketing and Outreach Supervisor, Senior Center Manager, or other designated full-time staff, the support staff is responsible for building set up and supervision, score keeping for athletic events, general preparation for activities, clean-up after activities, office work, and other related work as required. This position includes administrative work necessary to complete tasks. Work is performed independently with general guidance.

Essential Functions of the Position:

Ability to set up tables, chairs, or other equipment necessary for programs and permits;

Inspects and maintains recreation equipment;

Answers telephone, responds to public requests for information;

Uses computer systems;

Operates office equipment and files;

Prepares reports and instructions;

Assists primary leader instructing programs

Knowledge, Skills and Abilities:

Ability to maintain effective relationships with staff and public to promote positive relations;

Ability to express oneself and communicate to the public and co-workers clearly and accurately; and

Ability to work flexible house including weekends and evenings as necessary and scheduled.

Minimum Requirements of the Position:

Minimum age requirement of 18.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

This job description does not list all of the duties or functions of the job. You may be asked by supervisors or managers to perform other duties. The City has the right to revise the job description at any time.

Adopted by Resolution No. 22-2012; Effective July 2, 2012