

Village of Phelps

RECREATION ASSISTANT

MINIMUM QUALIFICATIONS: None

DISTINGUISHING FEATURES OF THE CLASS: This is the beginning level for work in the field of recreation and involves the performance of routine tasks under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the conduct of basketball, bowling, badminton, volleyball, table game leagues, a program of a recreation center or other physical facility;  
Assists in the conduct of socials, dances, tournaments, special events, storytelling sessions, dramatics, parties, etc.;  
Assists with the officiating at athletic contests;  
Assists with the chaperoning of trips and other group activities;  
Assists in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc.;  
Supervises the conduct of children's games and maintains order;  
Keeps records of attendance activities, equipment, etc.;  
Makes up schedule for sports and special events;  
Administers first aid;  
Operates a movie projector;  
Distributes and collects equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Participant's knowledge and familiarity with several types of sports, games, and first aid; the ability to comprehend, remember and follow detailed instructions.

APPROVED: August 14, 1981  
CIVIL SERVICE CLASSIFICATION: Labor