



Township of Springfield

COUNTY OF UNION

STATE OF NEW JERSEY

ESTABLISHED APRIL 14, 1794

JOB SPECIFICATION

| | |
|-------------------------|---|
| Title | Recreation Assistant |
| Department | Recreation |
| Type | <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern |
| FLSA Status | <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt |
| Bargaining Unit | <input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> A.F.S.C.M.E. <input type="checkbox"/> P.B.A <input type="checkbox"/> F.M.B.A. |
| Reports to | Director of Recreation |
| Supervisory | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Probation Period | 6 months |

Summary/Definition

Provides year-round day and/or evening supervision of community center patrons and facility management.

Duties/Responsibilities

- Set up laptop, ID card scanner, TV monitor, and telephone.
- Put out basketballs, volleyballs, and other sports equipment.
- Visually inspect all rooms for damages.
- Make sure all participants scan in and out using their valid ID cards.
- Communicate with the Recreation Department staff if any children need their registration forms processed, photographs taken, original ID cards printed, or new ID cards purchased.
- Maintain list of participants who have forgotten their ID cards.
- Photocopy handbooks and registration forms, when needed.
- Determine if volleyball net is needed. Set up, if necessary.
- Watch TV monitor for room capacity, unauthorized entries, unauthorized use of equipment, fights, etc.
- Assist participants with lobby telephone, if necessary.
- Assist participants with vending machine, if necessary.
- Accompany club leaders to their reserved rooms. Unlock room doors, if necessary.
- Walk through rooms and become a presence in the building. Interact with participants.
- Communicate with Recreation Department staff if equipment is broken, building maintenance repairs are needed, bathroom supplies are empty, etc.

- Complete incident report forms, call parents, and deliver incident report forms to the Recreation Department staff.
- Accept deliveries for Recreation Department staff and lock them inside the office, if staff has gone for the day.
- If there are activities scheduled beyond 8:00 pm, make sure that stairwell lights are on. Report to the Recreation Department staff if any stairwell light bulbs are out.
- Make sure all windows are closed and locked, and blinds are drawn.
- Make sure all exterior entry doors are closed and locked.
- Performs other related tasks as required.

Requirements

Education

Licenses

Certifications

Experience

- Previous youth supervision, teaching, coaching, recreation, facility management, or other relevant experience required.

Knowledge/Skills/Abilities

- Knowledge of the philosophy of activities for a community recreation program.
- Knowledge of requisition and maintenance of recreation equipment, materials, and supplies.
- Ability to develop and implement methods to promote public interest in parks and recreation activities.
- Ability to establish and maintain helpful, cooperative relationships with associates and the public.
- Ability to establish and maintain records and files.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the municipality.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

Physical Requirements

- Job frequently requires standing, walking, reaching, talking, hearing, and lifting up to 10 pounds. Work will involve being both indoors and outdoors during hot and cold weather.
- Ability to see information in print and/or electronically.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

The Township of Springfield is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.

Date: 7/24/17