



REQUEST FOR BOARD ACTION
Consent

MEETING DATE: January 20, 2022
PREPARED BY: Aimee Peterson, Superintendent of Recreation
AGENDA ITEM: Authorize Recruitment - Recreation Program Assistant - Athletics

PREVIOUS ACTIONS:
None

RECOMMENDED PARK BOARD ACTION:

Motion to authorize staff to begin the recruitment process for the position of Recreation Program Assistant- Athletics.

COMMENTS:

The Recreation Program Assistant – Athletics is a new position that was created as part of the department re-organization during the pandemic. This new position will assist the Recreation Program staff with Athletic Programming, tournaments and events programming and recreation program registration administration support.

During the pandemic the Parks and Recreation Department and Community Center made staffing changes in response to reduced facility use and program participation. Duties were reassigned temporarily through the pandemic. As patronage returns to our programs and facilities there is need to hire these replacements and modified positions to serve the community more efficiently and effectively.

Old Positions

- Three (3) full-time Recreation Clerk positions were eliminated.
- One (1) part-time Bookkeeper retired.
- One (1) full-time Operations Supervisor/Arena Manager retired.

Replacement and Modified Positions

- Community Center Customer Service Coordinator (April 2021) -FILLED
 - Lead Arena Tech elevate to Arena Supervisor (August 2021) - FILLED
 - Operations Supervisor (September 2021) - FILLED
 - Recreation Program Assistant (January 2022) – Request for recruitment
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ATTACHMENTS:

Attachment A - Recreation Program Assistant – Athletics Job Description