

CITY OF MAPLE GROVE

## RECREATION PROGRAM ASSISTANT - Athletics

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

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**FLSA Status: Non-Exempt**

**Department: Parks & Recreation**

**Date: 3/18**

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### **POSITION SUMMARY**

Assists the Recreation Program staff with athletic programming, tournaments and general event planning. Provides administrative support to Recreation Specialists as needed. and recreation program registration administration support.

### **SUPERVISION RECEIVED AND EXERCISED**

Work is performed under the direction of the Recreation Program Specialist – Athletics.

This position will also receive direction from Recreation Program Specialist-Youth/Adult Fitness and the Recreation Clerical Coordinator

### **ESSENTIAL FUNCTIONS**

Assists with youth and adult recreation programming. Serve as Manager on Duty during programs and events as needed.

Assists with all aspects of recreation administration including, registration, facility scheduling and reporting Responds to customer inquiries and concerns.

Assists with field requests from youth associations and outside organizations. Assist with processing permit requests, rental agreements, and customer correspondence.

Assists with print, digital, and social marketing efforts for recreation programs and events.

Assists and takes direction from the Recreation Program Specialists in the day to day program operations (e.g. equipment inventory, site operations and onsite staff at program events).

Assists with adult league coordination and oversees youth athletic programming

Assists with recruitment, hiring and supervision of part time staff.

During winter months assist recreation facility staff at the Maple Grove Sports Dome. Act as manager on duty as needed.

Writes routine correspondence, responds to inquiries, prepares memos, attendance and activity reports.

## **MARGINAL FUNCTIONS**

Performs other related duties as apparent or assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Recreation planning, development and evaluation.

Philosophy and objectives of public service, community relations, tournaments and events.

Program development and oversight.

Community youth sports associations

Computer database and word processing.

### **Ability to:**

Make sound, rational decisions using judgment and problem-solving skills.

Establish and maintain a positive and effective working relationship with vendors, the public, volunteers and City staff.

Work independently with no direct supervision and prioritize work.

Communicate effectively, both orally and in writing, with diverse clientele.

Coordinate various activities.

## **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

One to two years of increasingly responsible experience in recreation programming and/or recreation administration

### **Training:**

1-2 years post-secondary course work in one or more of the following:

Recreation and Leisure Services, Sports Management or Related Field,

Bachelor's Degree in related field is desired.

Experience with recreation registration and scheduling software is desired

### **License or Certification:**

Possession of, or ability to obtain an appropriate valid Minnesota driver's license required.

### **Working and Environmental Conditions:**

Park facility office and grounds, working closely with others and independently. Sometime is spent outside in varying weather conditions.

### **Physical Conditions:**

Essential and other important responsibilities and duties require maintaining physical condition necessary for sitting and standing for prolonged periods of time; general manual dexterity; adequate hearing, vision and speech required; must be able to lift 50 pounds.