



George A. Lauritson
Mayor

City of St. Robert, Missouri
194 Eastlawn Ave., Suite A
St. Robert, Missouri 65584
www.saintrobert.com

573-451-2000
(Extension 1112)
573-336-5714 (fax)

JOB DESCRIPTION

Recreation Activities Assistant

Position Open Date: September 19, 2016 Position Close Date: Open Until Filled

Classification: Part-time FSLA: Non-exempt

Please submit a resume and City of Saint Robert application which can be printed from www.saintrobert.com. Resumes and application may be completed on-line at www.saintrobert.com, mailed, dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to hr@saintrobert.com or faxed to (636) 216-3368. If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at hr@saintrobert.com. The City of St. Robert is an equal opportunity employer.

GENERAL PURPOSE OF POSITION:

To assist the Recreation Activities Coordinator with planning, coordinating, conducting and evaluating a variety of recreational activities for the Waynesville and St. Robert Communities.

MAJOR DUTIES AND RESPONSIBILITIES

Assist in planning, coordinating and supervising recreational activities for area youth

- Including, but not limited to; soccer, softball, baseball, basketball, cheerleading, track and field, flag football and other activities.
- May develop programs for area adults.
- Conduct program sign-ups and registration, assign participants to teams, conduct rules and skill clinics, prepare and distributes game and practice schedules.
- Obtain appropriate facilities and coordinate the use, maintenance and upkeep.

Assist in the preparation of required publicity and media releases

- Concerning programs for; registrations, sign-ups, game schedules, clinics, official workshops.
- Insure the target participants and the general public is informed of these events in a timely manner.

Assist in preparing orders for supplies, equipment, awards

- Necessary for conducting the programs.

- Issue, control, receive; and secure equipment and supplies for various programs.
- Maintain program supplies and equipment.
- Prepare purchase documents to obtain needed supplies and equipment.

Assist in recruiting volunteer coaches and officials to assist with programs.

- Provide training opportunities for volunteers.
- Obtain qualified officials when required for all programs.
- Insure officials are qualified according to national or state standards, if required.
- Participate in clinics, training and/or rule seminars.
- Schedule officials for contests.
- Maintain accurate record of games each official works and submits vouchers for payment of officials when required.
- Operate concessions at recreational activities.

Assist in providing written and/or verbal reports to the Community Recreation Boards

- Attend regular and special meetings of the Board.
- May attend meeting of civic and business organizations to solicit support and inform their members of the program.

Assist in the collection of contributions and/or donations

- Assist in obtaining commercial sponsors, contributors, donors, and volunteer assistance to help support the various programs.
- Follow a system of security and accountability to provide accurate record of financial transactions.

Assist in the supervision of ongoing programs and activities

Perform other duties as assigned.

JOB CONTEXT:

The Recreation Activities Assistant is a part-time position for the Waynesville/St. Robert communities. The person in this position works a maximum of 28.5 hours per week. Work schedule will be set by the Recreation Activities Coordinator to coincide with sporting activities and special events, which typically occur afternoons, evenings, and weekends. 50% of the work for this position is indoors; 50% is outdoors and requires work done in all types of weather conditions. There is infrequent exposure to chemicals and/or hazardous materials. The stress level associated with this position is medium to high. Physical work includes, but is not limited to, pushing, standing for long periods, setting up and marking fields for sporting events.

LICENSES AND CERTIFICATES:

The person in this position must have a valid driver's license

EDUCATION AND EXPERIENCE:

The person in this position must have a GED or High School Diploma. One year of sports recreation planning experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Task planning and scheduling
- Proper grammar and use of English in speaking and writing
- Safety recognition
- Principles of customer service
- Mathematical skills, including addition, subtraction, division, and multiplication
- Computer operations and applications, including word processing, spreadsheet, and data bases
- Grounds keeping
- General functions and operations of municipal government

Skills and Abilities

- Communicate effectively with the public
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow Board and City policies and procedures
- Prioritize daily work flow
- Work as a team with other employees
- Communicate effectively with other city employees, both written and verbally
- Work autonomously when necessary
- Handle multiple task simultaneously with frequent interruptions

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.