

CITY OF MILPITAS  
REVISED: Sept 2008  
EEOC: Admin Support  
FLSA: Non-Exempt  
UNIT: ProTech  
PHYSICAL: 1

## **RECREATION SERVICES ASSISTANT II**

### **DEFINITION**

To coordinate and direct one single purpose recreational/leisure service activity as assigned. Assignments in this classification may include, but are not limited to: van driver and nutrition site manager.

### **DISTINGUISHING CHARACTERISTICS**

The class serves as a lead position in the Recreation Services Assistant series and is responsible for the day-to-day operation of their assigned activity. The Recreation Services Assistant II is distinguished from the I level by the performance of the full range of duties as assigned. Incumbents at this level are fully trained and familiar with the operating procedures and policies of assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

May receive direct supervision from the Senior Center Director, Program Coordinator, or Recreation Services Supervisor according to assigned area of responsibility.

May exercise technical supervision over less experienced recreational services personnel.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

- Assist in the planning and organizing of recreational activities and programs in assigned areas.
- Determine and assist program participants with their service needs.
- Maintain records on program activities.
- Respond to public inquiries and complaints.
- Issue and collect equipment and supplies.
- Set up apparatus and make minor repairs on equipment.
- Maintain discipline and encourage observance of required safety precautions.

**EXAMPLES OF DUTIES (Cont'd)**

- Accompany participant groups at special events and assist recreation leaders in keeping order.
- Perform other duties as assigned.

When assigned as Van Driver:

- Drive 20-passenger and/or 12-passenger van.
- Follow pickup and return schedule of participants.
- Supervise safety of van passengers in route.
- Assist with serving lunch at the Senior Nutrition Program
- Distribute mail to the Community Center
- Drive to local destinations (shopping trips, mall for walking program, beauty appointments)
- Provide first aid and CPR when necessary.
- Other duties as required.

When assigned as Nutrition Site Manager:

- Train and direct nutrition site personnel.
- Recruit and instruct volunteers in food service and other site activities.
- Schedule transportation of seniors to site.
- Open and close facilities.
- Establish and maintain program procedures and policies.
- Keep program records and provide reports to Senior Center Director.
- Determine and assist program participants with their service needs.
- Other duties as required.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Safe work practices.
- Principles of supervision and training.

**Ability to:**

- Communicate and work effectively with the public.
- Operate a passenger van.
- Establish and maintain program procedures and policies.
- Keep and maintain program records.

**EXPERIENCE AND EDUCATION**

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

City of Milpitas  
Recreation Services Assistant II (Continued)

**Experience:** One year experience involving a recreational or related program dealing with the public.

*If assigned as Nutrition Site Manager*, experience must include meal service and nutritional planning.

**LICENSE AND CERTIFICATE:**

Possession of and ability to maintain an appropriate, valid California Driver's License: Class B with a Passenger endorsement. A satisfactory driving record would require:

1. No more than two moving violations in the past three years and no at-fault accidents.
2. No drug or alcohol convictions.
3. No felony convictions.

Certificate in first aid and CPR is required.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical abilities and work environment.*

Typically work is performed while driving a City van transporting senior clients and in an office environment; must have ability to lift/push the equivalent of 50 lbs. to negotiate clients in wheelchairs up ramps, etc.; ability to answer telephones; to stand, walk, sit, climb, balance, squat, kneel, crawl, bend, and stoop at any given time; able to lift, carry, push, and pull up; able to travel to various locations within and outside the City of Milpitas.

Approved by:

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date