

CITY OF MILPITAS
Effective: July 2000
Revision: March 2016;
August 2015
EEOC: Admin Support
Unit: Protech
FLSA: Non-Exempt
Physical: 1

RECREATION SERVICES ASSISTANT IV

DEFINITION

Under the leadership of the Recreation Services Supervisor, assists with professional duties consisting of, but not limited to planning, developing, implementing, and supervising a specific function within the Recreation Department. May also be responsible for hiring, training and evaluating assigned personnel. Assignments in this classification may include, working with Youth, Adults or Seniors.

DISTINGUISHING CHARACTERISTICS

The Recreation Services Assistant IV is distinguished from the III level by responsibility assumed for serving in the supervising capacity of other assigned recreational services personnel and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance of the job duties and work independently.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from either a Program Coordinator or Recreation Services Supervisor according to assigned area of responsibility.

Exercises direct supervision over assigned recreational services personnel, programs and/or services.

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

- Plan, organize and direct recreational activities for assigned area of responsibility.
- Direct work of volunteers, recreation leaders and other recreational services personnel.

EXAMPLES OF DUTIES (Cont'd)

- Work with Marketing Assistant to develop and coordinate promotional activities including fundraising, special events and media relations.
- Ensure compliance with City policies and procedures.
- Maintain supplies equipment and records as needed.
- Monitor corresponding program budget
- Other duties as required.

When assigned to work with Youth – Duties may include, but are not limited to the following:

- Plan , direct and implement youth services in areas including but not limited to: pre-k, theatre, afterschool programs, sports, camps, teens, aquatics
- Manage service related contracts
- Coordinate Field Trips
- Maintain positive relationships with youth affiliated community partners
- Recruit, train and evaluate new staff for youth services
- Maintain area records and prepare related reports
- Organize and staff special events and fundraisers

When assigned to Adults – Duties may include, but are not limited to the following:

- Plan, direct and implement adult services in areas including but not limited to: arts and education, sports, aquatics, events
- Maintain positive relationships with affiliated community partners
- Manage service related contracts
- Organize seminars and speakers
- Recruit, train and evaluate new staff for adult services
- Maintain service records and prepare related reports
- Organize and staff special events and fundraisers

When assigned to Seniors – Duties may include, but are not limited to the following:

- Plan, direct and implement senior services in areas including but not limited to: volunteers, nutrition, arts, health and education
- Maintain positive relationships with affiliated community partners
- Manage service related contracts
- Organize seminars and speakers
- Recruit, train and evaluate new staff for adult services
- Maintain service records and prepare related reports
- Organize and staff special events and fundraisers
- Plan and organize Senior Volunteer schedules and projects
- Plan, organize and provide transportation for Senior Trips

City of Milpitas
Recreation Services Assistant IV (Continued)

- Drive Senior Center Bus for scheduled day trips
- New senior center member recruitment
- Site special events and presentations, booking and escorting day trips
- Oversee the Senior Center Volunteer program, and general outreach

MINIMUM QUALIFICATIONS

Knowledge of:

- Purposes and practices of municipal recreational programs
- Modern office practices and principles
- Safe work practices
- Principles of supervision and training

Ability to:

- Communicate and work effectively with the public and City personnel
- Maintain program procedures and policies
- Maintain training and staff appreciation procedures
- Keep and maintain program records
- Plan, organize and direct work of others
- Work independently
- Assess program needs and implement policy changes when necessary
- Prepare detailed reports and other written materials based on oral and written information
- Assess community needs

EDUCATION AND EXPERIENCE

Education: Associates Degree or equivalent with major course work in a relatable field (i.e. Public Administration, Recreation, Child Development, Gerontology)

Experience: Two years supervisory experience in recreation/ local government or a related field.

Substitutions: Additional years of increasingly responsible, directly related work experience may be substituted for education on a year-for-year basis.

LICENSE AND CERTIFICATES

For Youth & Adults: Valid California Class C license

For Seniors: Possession and ability to maintain a Class B license within 6 months of hire date

Certification in Community First Aid & CPR

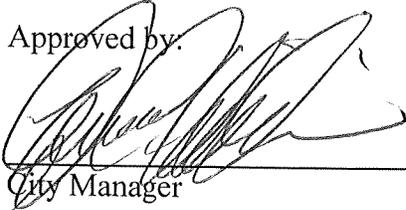
Proof of TB (Tuberculosis) clearance test.

SPECIAL REQUIREMENTS:

Essential duties require the following abilities and work environments:

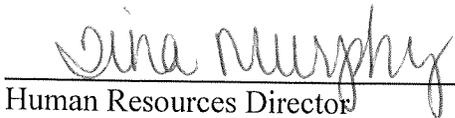
Work is performed in a kitchen/office/recreational setting: will be exposed to the elements and sits, stands, walks, kneels, crouches, twists, reaches, bends, crawls, and grasp; must be able to lift, carry, push, pull, drag equipment weighing up to 40 lbs.; climbing up step stool ladders to stack equipment and supplies.

Approved by:



City Manager

3/8/16
Date: _____



Human Resources Director