

City of Dallas
Classification Specification

Title:	Recreation Center Assistant	Class Code:	14522
Application:	Career Series	Pay Grade:	B
Supplemental/Code:	Paraprofessional/6	Established:	10/01/94
FLSA Status:	Non-exempt	Revised:	01/01/09

Position Purpose:

Assists recreation program staff in the development, planning, and implementation of recreational, cultural, and educational programs to ensure availability of activities for Dallas' citizens at the city's recreation centers.

Essential Functions:

1. Assists in developing and implementing programs and activities at small or large recreation centers for teens and youth such as arts & crafts, drama, life skills, sports, weight training, games, and organizing sport leagues and tournaments to increase participation.
2. Leads recreational activities, demonstrates a variety of sports procedures and techniques, and instructs participants in the rules of various games to ensure enjoyable and safe activities for adults and youth.
3. Assists with after school programs to provide the youth of the community with organized recreational activities and educational assistance.
4. Compiles and maintains records such as attendance reports and reports detailing number of ID cards issued or trash bags sold to enable monitoring of program participation and amount of revenue generated.
5. Provides information to participants, and the public regarding the various functions of the recreation center including the variety of programs and classes offered for the benefit of the community.
6. Sells/Issues trash bags and participant ID cards and ensures that funds collected are accounted for daily.
7. Transports youth to various field trips and special events to conduct recreational and educational camping activities.
8. Instructs participants and enforces the rules, regulations, procedures, and safety precautions of various games or activities to maintain progression of activities in an orderly fashion.
9. Maintains records of participants, accidents, and materials to keep accurate reports of daily activities.
10. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of practices and principles of youth instruction and recreational programs.

Knowledge of various sports and recreational activities.

Knowledge of basic first aid.

Ability to organize activities and events for groups of varied interests.

Ability to work with a multi-cultural community.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to enforce facility's policies and regulations.

Ability to receive payment and make change for goods or services.

Must have a valid State of Texas Class "C" Drivers License for some positions.

Working Conditions and Hazards:

Exposed to all weather conditions when conducting outdoor activities.

Subject to minor injuries when conducting and participating in outdoor sports activities.

Requires lifting, pushing, pulling, bending, and stooping when setting up, breaking down, or conducting recreation programs or sports activities.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.