CITY OF NEWPORT, MINNESOTA
JOB DESCRIPTION

POSITION: Summer Recreation Assistant (Part-Time Seasonal)
DEPARTMENT: Administration
REVISED: *January 2017*
FLSA: Non-Exempt

PRIMARY OBJECTIVE OF THE POSITION:
Responsible for assisting the Summer Recreation Director in the supervision of daily recreational activities for Newport youth. Work is performed under the moderate supervision of the Assistant to the City Administrator.

ESSENTIAL FUNCTIONS/PRIMARY DUTIES:

- Assists in scheduling all recreational activities for summer program.
- Assists in registration for all summer programs.
- Assists in instruction of all summer activities.
- Assists with all trips and tours.
- Assists with all daily activities.
- Assists Director in finding alternate locations due to weather conditions.
- Required to work all scheduled hours.
- Responsible for assistance in program First-Aid.
- Ensures all equipment needed for daily activities is available prior to the start of the activity.
- Investigates all complaints regarding the summer program and reports all information to the Assistant to the City Administrator.
- Assists with all reports required for program participation records.
- Performs other duties as directed by the Assistant to the City Administrator and Summer Recreation Director.

KNOWLEDGE, SKILLS, AND ABILITIES:
General knowledge of First-Aid and CPR; knowledge of child care; ability to supervise children; ability to maintain pleasant composure when handling public complaints; ability and willingness to work without direct supervision and under times of pressure; skill in managing and organizing; ability and willingness to handle City equipment with care; ability to establish and maintain effective working relationships with associates, parents/guardians, and the general public.

EDUCATION AND EXPERIENCE:
Less than high school diploma or GED and minimal experience working with children. Must be at least 16 years of age.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, and talk or hear. The employee frequently is required to stand; walk; and sit. The employee is regularly required to reach with hands and arms and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.