

RECREATION CENTER SENIOR ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for assisting in the operation of a recreation center while performing managerial duties. The position involves the performance of semi-skill work in the care and maintenance of recreation areas, swimming pools, skating rink, and related recreation equipment. The incumbent may be subject to prolonged exposure to inclement weather when maintaining and supervising operation of park area. Additionally, this person may be responsible for the submission of required reports and the maintenance of records. The class of Recreation Center Senior Assistant differs from that of Recreation Center Assistant by the increased administrative and supervisory responsibilities. The work is performed under the general supervision of the Youth Bureau & Recreation Program Coordinator. Supervision is exercised over subordinate recreation personnel. A Recreation Center Senior Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises facility and seasonal recreation personnel;
Records daily attendance, prepares facility reports and money receipts;
Evaluates programs for maximum utilization of staff, resources and equipment;
Assists in the formation of policies of recreation center and recommends new programs for implementation;
Assists in the planning and scheduling of recreation functions, events and activities at the Recreation Center, including ice rink and pool rental;
Assists in scheduling seasonal Recreation Center staff;
Controls room temperature, lighting, access doors, etc., and assures the public is being properly served;
Makes periodic inspection of recreation facility;
Enforces safety rules, regulations and precautions within the center;
Performs ice and pool maintenance;
Performs janitorial duties as required;
Oversees concession operations of the facility;
Operates specialized equipment, such as ice resurfacer, refrigeration units, filters, pumps, and chlorine system and assists in maintaining necessary records;
Makes minor repairs to equipment as necessary;
Assists in the start up of municipal pools, filter systems and ice rink;
Assists in the lay out of ice markings and keeps up as necessary;
May operate mowing and plowing equipment as needed;
May fill in as needed for Recreation Center staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the ice and pool maintenance and operation; good knowledge of safety precautions; good knowledge of planning and equipping recreation facilities and park areas; skill in the operation of specialized equipment used in maintaining an ice rink, such as ice resurfacers and refrigeration units; ability to lay out ice markings; ability to operate center; ability to read, record and interpret gauges; ability to adjust environmental controls; ability to meet and deal with the general public in a courteous and pleasant manner; ability to maintain simple reports and records; ability to perform preventive maintenance on equipment; mechanical aptitude; ability to plan, organize and carry out recreational activities and events; ability to plan and supervise the work of others; ability to work with groups of people of all ages; willingness to work a flexible schedule; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and EITHER:

- a) Graduation from a regionally or New York State accredited university or college with an associate's degree in recreation or closely related field and one year experience in facility maintenance or pool/ice rink maintenance; OR
- b) Two years of experience involving the supervision of employees or recreational activities and one year of experience in facility maintenance or pool/ice rink maintenance; OR
- c) An equivalent combination of training and experience as defined by the limits of (a), (b) above.

NOTE: Certified Pool Operator Certification will be required within 3 months of permanent appointment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 5/19/2011