

CITY OF EL CERRITO

RECREATION REGISTRAR / ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, participates in and assists in the organization and coordination of a variety of assigned recreation and community service programs, which may include state-licensed childcare and pre-school and school-age programs, aquatics programs, senior services, facilities rental, instructional classes and various summer programs and special events; performs front office duties.

DISTINGUISHING CHARACTERISTICS

This is an entry level class, which requires the incumbent to perform a broad range of tasks in a variety of recreation programs under general supervision.

SUPERVISION RECEIVED AND EXERCISED

General supervision provided by full-time Recreation Supervisor or Community Services Coordinator.

Exercises direction over other recreation staff as assigned.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assists with the City's recreation programs which may include: aquatics, senior programs, youth and adult activities, special events, camps, teens, childcare, preschool and transportation.

Provides on-site supervision and implementation of assigned program areas.

Performs duties of childcare teacher, counselor, lifeguard, swim instructor and other duties as necessary.

Assists in day to day operations of the front office including: assisting with patrons and answering phones.

Completes administrative tasks including billing and invoicing, computer input and the maintenance of records, files and other data.

Insures that program invoices are paid in the prescribed manner and time frame.

Assists in preparing promotional materials including flyers, programs, brochures, newsletters and press releases.

Insures that assigned tasks, program or event are operating in compliance with established health, fire department and licensing rules and regulations.

Monitors facilities and activities of users; secures facilities as required.

Participates in assessing supplies needed for events and requisition additional supplies as needed.

Prepares cost estimates for budget preparation and recommends possible fee and policy changes to the department director.

Prepares financial and statistical reports related to program attendance, revenues and expenditures.

Assists in insuring that City recreational activities start and finish in the prescribed manner and time frames.

Prepares and assists responsible staff for upcoming recreational events.

Notifies participants for scheduling events and registration requirements.

Coordinates recruitments, recommends for employment, trains, supervises and evaluates volunteers and temporary part-time staff.

When necessary trains co-workers in office procedures and functions.

Marginal / Non-Essential Functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of record keeping.

Principles and practices of computer programs.

Principles and practices of basic supervision and training methods and techniques.

Principles and practices of standard safety precautions.

Methods of program planning and evaluation.

Operational characteristics of the assigned recreation program.

English usage, vocabulary, spelling and punctuation.

Customer service techniques.

Ability To:

Work independently under minimal supervision.

Schedule, train, and supervise the work of others.

Problem solve conflicts and disputes.

Assist or provide direction in the operations of assigned recreation programs.

Express ideas and communicate effectively verbally and in writing.

Instruct and enforce safety rules.

Analyze, interpret and explain program policies and procedures.

Establish and maintain effective working relationships with co-workers and those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Equivalent to one year of full-time experience (2080 hours) in the development and implementation of community service, childcare, recreation and/or aquatic programs.

Training:

Equivalent to graduation from high school, supplemented by college courses in community services, recreation program management or related field. Graduation from an accredited community college with an AA degree, or completed the equivalent number of units, which includes courses in recreation, community service administration, or a related field, is preferred or two years experience performing entry level work in Recreation, Parks, Community Service or related field.

Depending on assignment the necessary certifications to operate, oversee and implement programs within a Swim Center facility or graduation from high school or its equivalent and EITHER: fifteen (15) college-level semester units in early childhood education, child development or a related field.

Licenses/Certificates/Other requirements

Must possess and maintain a valid California class C driver's license and the willingness to obtain a class B drivers license within 6 months of hire. For the licensed childcare assignment, must possess, or be able to obtain, within one year of employment, certification as a licensed school-age childcare site director issued by the State of California. Must possess and maintain certification in CPR for the Professional Rescuer, Lifeguard Training and First Aid.

PHYSICAL DEMANDS

Sitting:	Frequently to Constantly	Lifting:	
Standing:	Frequently	up to 10 lbs:	Occasionally
Walking:	Frequently to Constantly	11 to 25 lbs:	Occasionally
Bending:	Occasionally	26 to 50 lbs:	Occasionally
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Occasionally	100 + lbs:	Never

Crawling:	Occasionally	Carrying:	
Climbing:	Occasionally	up to 10 lbs:	Occasionally
Balancing:	Occasionally	11 to 25 lbs:	Occasionally
Running:	Occasionally	26 to 50 lbs:	Occasionally
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Occasionally	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Occasionally
26 to 50 lbs:	Occasionally
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Frequently
Finger dexterity:	Frequently
Reaching forward:	Frequently
Reaching overhead:	Frequently
Pinch grasp:	Frequently
Grasp – light:	Frequently

Coordination -	Eye-hand:	Frequently
	Eye-hand-foot:	Frequently
	Driving:	Occasionally

Talking -	Face-to-face:	Constantly
	Verbal contact:	Constantly
	Public:	Constantly

Vision -	Acuity far:	Required
	Acuity, near:	Required

PHYSICAL DEMANDS: (continued)

Depth perception:	Required
Field of vision:	Required
Accommodation:	Required
Color vision:	Required

Hearing	-	Conversation:	Constantly
		Telephone:	Constantly
		Earplugs:	Never

MENTAL REQUIREMENTS

Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two-step instructions, Reading-simple, Writing-simple, Math skills-simple, Coordinating, Compiling, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Setting up, Driving-operation, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Outdoors, Slippery/uneven surfaces, Using computer/computer monitor screen, Works around others, Works alone, Works with others.