

RECREATION ASSISTANT

DEFINITION

Under general supervision, the Recreation Assistant supports the administrative operations of the Healdsburg Community Center by overseeing the daily facility rental, communication with rental groups/partners, and confirming on-site rental logistics. Additionally, this role is essential in providing such needed administrative support for our Special Event Permitting communications, review/approval routing, and permit flow. Responsibilities will include providing excellent communication with community partners, event applicants, and residents, monitoring facility use, tracking non-profit subsidy & deposit reimbursements and providing general administrative support to the facilities and events team.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Overseeing the administrative review, routing, record keeping, workflow, and issuing of special event and film permits.
- Taking ownership of all rentals and program scheduling at the Healdsburg Community Center.
- Supporting our full-time Front Desk Staff and Administrative Assistant with related administrative tasks including refunds, deposits, subsidy requests, enrollments, and general front desk coverage.
- Assisting our Events & Facilities Division with special event planning/logistics, supply & equipment procurement, and providing strong administrative support.

TYPICAL QUALIFICATIONS

Knowledge of:

- Practices of basic recording keeping.
- Computer applications to schedule events, games and activities.
- Problem solving skills.
- Correct English usage, including spelling, grammar and punctuation.
- Standard office practices and procedures; and
- Good communication and organizational skills.

Ability to:

- Communicate clearly and effectively both orally and in writing.
- Follow written and oral directions.
- Prepare reports and maintain accurate records.
- Establish and maintain positive working relationships with those contacted in the course of work.
- Perform basic arithmetic.

- Operate a computer terminal.
- Prepare flyers and promotional material.

Training and Experience

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

Training: Equivalent to the completion of the twelve grade is required and supplemental college level coursework in recreation, physical education, public administration, or closely related field is highly desirable.

Experience: Sufficient work experience to demonstrate possession of the required knowledge and abilities described above.

Licenses and Certificates

Must possess and maintain a valid California driver's license during the course of employment.

Possession or ability to possess a First Aid and CPR certification is preferred.

Working Conditions

Must be able to work nights, weekends, and holidays to meet the scheduling needs of recreation programs. Incumbents are sometimes required to work out of doors in varied weather conditions. Position requires sitting, standing, and walking on level and slippery surfaces. The position also requires both near and far vision and/or hearing when inspecting and overseeing programs. Work may require the need to lift, carry, and push tools, equipment, and supplies weighing up to 50 pounds. Some of these requirements may be accommodated for otherwise qualified individuals who require and request such accommodation.