



## **CITY OF MT. PLEASANT RECREATION ASSISTANT**

### GENERAL SUMMARY:

Under the general supervision of the Recreation Coordinator, the Recreation Assistant will help in the planning, organizing, implementation and evaluation of a variety of recreational activities and programs for the general and special populations within Isabella County. Assists the Recreation Coordinator with equipment ordering, distribution and inventory, and program advertisement. Additional responsibilities as assigned. This is a part-time position; ten to twenty (10-20) hours per week.

### TYPICAL DUTIES: (By illustration and not limitation)

- Assists in the planning, organizing, implementation, and evaluation recreation and leisure activities for individuals with a wide range of special needs
- Supervise and evaluate volunteers and assist in their orientation
- Give input on the policies, procedures, and goals for programs
- Assist in the collection of program data (number of participants, staff, and volunteers attending programs)
- Assist in the maintenance of records and files related to department operations
- Understand administrative procedures and attend staff meetings
- Use and maintain available recreational equipment and facilities
- Assist in the development and distribution of program brochures, flyers, new/press releases, and promote public relations policies of the City
- Give input on programming and volunteer orientation
- Take an active role in maintaining and upgrading the resource network within programs
- Implement and maintain good employee relations with the public and within the department
- Supervises, directs, and evaluates recreational programs requiring a high degree of personal motivation, initiation, and independent judgement
- Performs related work as required

**CITY OF MT. PLESANT  
RECREATION ASSISTANT  
(continued)**

MINIMUM REQUIREMENTS:

- Must be completing a degree in sports, recreation, or closely related field with experience in planning and organizing recreation/athletic activities and events
- Must have ability to work evening and weekends
- Prefer at least one (1) year commitment to the job, including the summer
- First aid and CPR certification preferred
- Ability to effectively understand, follows, and gives oral and written instructions
- Ability to maintain positive working relationships with the public, other employees, and alternative labor groups