

Position Description- Recreation Assistant City of Gibraltar

The position of Recreation Department Assistant with the City of Gibraltar performs a variety of functions under the direction of the Recreation Director. Tasks associated with the position include the following:

- Assists with supervision of volunteers and program participants
- Attends all staff meetings/recreation commission meetings
- Communicates feedback between participants and Recreation Director
- Assists with the development of department correspondence and advertising such as letters, program evaluation forms, memos, accident reports, daily logs, program flyers, event posters, etc.
- Answers public questions regarding programs and facilities. Performs minor maintenance of equipment, supplies, and facilities
- Will act as the backup to the Recreation Director when appropriate
- Assists in the set up and removal of equipment necessary for special events, classes, and facility rentals
- Opens and closes recreation facilities and provides assistance at renters of facilities
- Manages the scheduling of recreational facilities
- Interacts and coordinates with volunteers, elected officials, and City employees during the operation of the Department.
- Other duties as assigned.
- Employee will be expected to work a non-traditional schedule with many of the work hours being evenings and weekends. Employee must be flexible with their schedule as some time of the year will require more hours than others.

Minimum qualifications for the position include a high school diploma and the ability to pass a mandatory drug screen and physical. Experience with planning, organizing, and hosting recreational events and managing the rental of facilities is preferred.

Position is part-time (8-12 hours/week).

Starting wage is \$12.50/hour. No benefits are provided.