



Recreation Assistant



Compensation

The salary range for this position is \$20.53 - \$30.80 per hour with the starting rate dependent on qualifications and experience. In addition, the Town of Payson offers a generous benefits package including participation in the Arizona State Retirement System, 156 hours of paid time off per year for the first two years of service with accruals increasing with years of service and eleven paid holidays.

How to Apply

A Town of Payson employment application and resume is required and can be faxed to (928) 474-1151, emailed to sheap@paysonaz.gov, or mailed to the address below. Please notify Human Resources in advance if you require special accommodations to participate in any phase of the selection process.

For a complete job description and additional information, please visit the employment page of the Town of Payson's website at www.paysonaz.gov

First application review will be November 21, 2024. Open until filled.

The Town

The Town of Payson, nestled among the majestic mountains of the Mogollon Rim, a 7,000 foot, 200 mile long escarpment, is located at the intersection of State Routes 87 and 260, 90 miles north of the Phoenix metro area and 90 miles south of the City of Flagstaff. Payson, surrounded by the Tonto National Forest and the world's largest stand of virgin Ponderosa Pines, is graced with spectacular natural beauty.

At an elevation of 5,000 feet, the area enjoys a mild climate that accommodates year-round outdoor exploration. Residents and tourists alike enjoy snow covered, fragrant pine trees while cross country skiing in the winter and extremely pleasant temperatures in the spring, summer and fall while they hunt, fish or hike.

As of the 2020 U.S. Census, the population of the Town of Payson was 16,351. Payson residents enjoy full-service public safety departments, a water utility, parks and recreation, library, and community development among other governmental services.

The Department

The mission of the Parks and Recreation Department is to provide for the health, inspiration and recreational opportunities for the people of Payson through the creation and maintenance of high quality programs, facilities and community special events. Combined with development of outdoor recreational programs that invite tourists and promote existing attractions & special events to increase the overall economic and social vitality of our community.

The Position

The fundamental reason this classification exists is to assist with planning and administration of recreation programs, events, and facilities. Assists in overseeing daily operations and supervising front line staff and volunteers in various program areas. Will be assigned to sports, school programs, special events, and special interest program areas.

Town of Payson
Job Description

Position Title: **Recreation Assistant**
FLSA Classification: **Non-Exempt**
Department: **Parks and Recreation**
Reports To: **Parks and Recreation Director**
Approved By: DRAFT

Pay Grade: **10**

GENERAL PURPOSE

The fundamental reason this classification exists is to assist with planning and administration of recreation programs, events, and facilities. Assists in overseeing daily operations and supervising front line staff and volunteers in various program areas. Will be assigned to sports, school programs, special events, and special interest program areas.

SUPERVISION EXERCISED

Supervises front line staff and volunteers in various program areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop, plan, implement and evaluate recreation programs and special events.
- Communicate with Town employees, other Parks & Recreation staff, program participants, parents, outside organizations, and a diverse public to explain program policies and procedures.
- Participate in preparing programs and event publicity including news releases, flyers, pamphlets, and social media to promote various events and programs provided by Parks and Recreation.
- Assist in the selection, training, scheduling and supervision of entry level Recreation staff, temporary or program contract employees and volunteers.
- Inventory program materials and equipment; assist in the maintenance of the facility to include cleaning and detailing equipment; issues equipment for recreation programs and operations; order supplies for program and facilities.
- Inspect and ensure safe operating of facilities and equipment; assist in the implementation of preventative maintenance schedules and needed repairs/services.
- Write reports, complete daily attendance/headcounts and accident and incident reports.
- Prepare research, reports, and lesson plans for various program areas and department needs.
- May assist in scheduling, supervising, and coordinating the activities and training of staff at various parks & recreation facilities.
- May drive Town vehicles and may transport participants for various programs.
- May assist in serving snacks and/or meals, cooking classes, operation of concession stands and/or food preparation at events and programs.
- Support the Town's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures and guidelines.
- Performs a variety of miscellaneous duties such as answering the phone, typing correspondence, running errands, picking up supplies for activities, conducting art/crafts activities for children, making arrangements for rental and use of recreational buildings and locations, helping with setup for programs and events, assisting the Recreation Coordinators or Recreation Manager, etc.

PERIPHERAL DUTIES

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- A College Associate degree (or equivalent) is desired.
- Must possess a high school diploma or GED.
- Two years experience working in a Parks and/or Recreation related field in areas such as: Recreation Programs, Special Events, Outdoor Parks & Recreation, Youth and Adult Sports, Aquatics, Fitness, After School Programs, Special Interest Programming, Leisure, Senior Programs, Facility Operations, Facility Rentals, Parks Maintenance, or Park Ranger Programs.
- Any equivalent combination of education and experience that provides the required skills and abilities for the position.

Certifications & Licenses:

- A valid state driver's license.
- Within three (3) months of appointment must complete/possess:
Basic first aid and CPR/AED or CCR/AED training
Food Handlers Card (*if necessary)

Knowledge, Skills, and Abilities:

- Town and Department procedures, policies and guidelines; City Code; Arizona Revised Statutes.
- Considerable knowledge of recreation philosophy, planning and administration.
- Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive recreation program.
- General knowledge of recreation-based software or ability to learn such software.
- Knowledge of sports and sport league rules and the ability to officiate various sports.
- Ability to develop, coordinate and direct varied activities involved in a community recreation program.
- Ability to establish and maintain effective working relationships with employees, supervisors, and other agencies, participants, instructors, community leaders, and the public.
- Ability to communicate effectively orally and in writing clearly and concisely.
- Ability to plan and supervise the work of paid staff and volunteers.
- Ability to have a positive attitude and provide high end, quality customer service.
- Ability to take direction and follow multiple step instructions from Recreation Management.
- Understanding of general fitness and recreation equipment operation and techniques for safe usage.
- Rules, regulations, and skills for participation in programs including sports, special interest, and events.
- Basic first aid methods, CPR, and safety precautions used in recreation programming and events.
- Ability to create and maintain a safe work and program environment.
- Ability to react quickly/calmly in emergency situations. Dealing tactfully/courteously with others.
- Computer, Computer software, Internet, and Social Media usage skills and knowledge.
- Principles and practices of supervision, leadership, and training.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, and data base software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various equipment used in recreation programs.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The employee must occasionally lift and/or move fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, grasp, feel and operate instruments or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl.

Will work a flexible schedule that includes nights, weekends, holidays and extended hours when needed.

MENTAL ACTIVITIES

Reasoning: Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.

In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

Employee Signature

Date