



## CITY OF MEDICAL LAKE JOB DESCRIPTION

**TITLE:** Recreation Assistant  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Parks & Recreation Director & Recreation Coordinator  
**WAGE:** \$17.35 – \$23.65/ HOUR

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*This is a part time temporary position, and may be required to work early mornings, evenings, weekends, and holidays. Schedule of work hours may vary based on assigned duties.*

### **NATURE OF WORK:**

Under the direction and supervision of the Parks & Recreation Director & Recreation Coordinator, this position is responsible for the supervision of participants in Parks & Recreation programs. This position will also assist with the organization and implementation of youth and adult activities, programs, and events offered by the department. The position interacts with citizens, community organizations, and other City staff. This position requires the ability to provide and maintain a safe, inclusive environment for all participants.

### **ESSENTIAL DUTIES:**

- Oversee various recreation activities, programs, and events while maintaining the safety of participants and staff at all times.
- Program areas and duties include:
  - Afterschool Programs - Oversee children while leading safe, organized, age-appropriate games and activities;
  - Youth Day Camps – Oversee children while leading safe, organized age, appropriate games and activities including daily field trips;
  - Youth Sports – Officiate (soccer, basketball, flag football, and volleyball), field monitor, gym supervision, field setup, and assist with organization of equipment;
  - Adult Sports – Gym/facility supervision, score keeping, and record keeping;
  - Teen Activities – Assist in the supervision and implementation of various teen activities;
  - Senior Activities – Assist in the supervision and implementation of various senior activities;
  - Community Events – Assist in the organization, supervision, implementation, and participation of special community events;
- Attend regularly scheduled staff meetings;
- Clean program areas and store equipment and supplies at the end of each day; and
- Other duties as assigned.

### **SKILLS AND ABILITIES:**

- Organize and lead a variety of games and activities to school age children;
- Contribute to the collaborative group process;
- Creatively and efficiently use available resources;
- Outgoing and willing to take on additional assignments as needed;
- Establish and maintain effective working relationships;
- Communicate orally and in writing;

- Interact with the public in an effective, customer-friendly manner, and establish and maintain effective working relationships with City staff and other organizations;
- Work independently and make appropriate decisions regarding work methods and priorities;
- Maintain confidentiality; and
- Demonstrate a strong sense of personal ethics along with a high degree of professional judgment and discretion.

**MINIMUM QUALIFICATIONS:**

- Must be able to obtain within 30 days of hire date:
  - Food Handlers card
  - CPR/First Aid Certification
- Successfully complete a criminal history check.
- Valid Washington State driver’s license.
- Must be at least 16 years of age.

**PHYSICAL DEMANDS:**

The demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk, sit, or run. The employee uses hands to finger, handle, feel, or operate objects, tools, or controls; and reach up with hands and arms. The employee is required to lift or move up to 50 pounds. Specific vision requirements are close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The demands 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. While performing the duties of this job, the employee may work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet when in the office or moderately loud when in the field.

**SELECTION PROCESS:**

- City of Medical Lake employment application with resume attached.
- Rating of education and experience.
- Oral interview and reference check.
- Criminal History check.

**ORIGINATION DATE:** May 31, 2023  
**EEO CATEGORY:** Service Worker  
**STATUS:** Non-Exempt

*The statements contained herein reflect general details necessary to describe the principle functions of this classification, the level of knowledge and skills typically required and the scope of responsibilities, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance workload. This job*

*description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.*

**Date:** \_\_\_\_\_

**Manager:** \_\_\_\_\_

**Employee:** \_\_\_\_\_