

TOWN OF OSSIPEE

Job Description

Job Title: PROGRAM ASSISTANT
Department: Recreation
Reports To: Recreation Director
FSLA Statue:
Prepared by: Recreation Director
Prepared Date: January 22, 2016
Approved by: Board of Selectmen
Approved Date: March 14, 2016

SUMMARY:

To assist the Recreation Department in the development, coordination, and implementation of recreation programs for children and teens, and work in other areas as needed. It will require availability during traditional after-school hours, school vacations, some holidays, some weekends, and some week nights. This is a 15 per hour week position without benefits.

SUPERVISION RECEIVED:

The Program Assistant works under the supervision of the Recreation Director. This position frequently requires the ability to use good, sound judgment guided by the substantive technical skills and departmental policies and procedures to act independently. The Program Assistant seeks direction and approval from the Recreation Director before making major programmatic, time management, or task execution changes.

SUPERVISORY RESPONSIBILITIES:

This person will be in charge of the day-to-day operations of the Recreation Department in the absence of the Recreation Director. This person will carry out supervisory responsibilities in accordance with the Town of Ossipee policies and procedures and applicable laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

All of the duties are to assist the Recreation Department. Additional duties may be added and/or assigned.

1. Assist in planning, registering, organizing and administering a comprehensive community recreation program with emphasis on children and teen activities and sports.
2. Assists with the recruitment, training, and retention of seasonal summer staff, volunteer coaches, game officials, and other volunteers for a variety of activities and programs. Will also need to be available to assist as a game official/referee when needed.
3. Maintain appropriate levels of confidentiality regarding records of the Town, the public, and the clients served.
4. Perform assorted office duties.
5. Represents the Town of Ossipee at all events, programs, and other communities as well as in the absence of the Recreation Director in his/her absence.
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KNOWLEDGE, SKILLS, ABILITIES, REQUIRED:

This position requires knowledge of organizing, implementing, and supervising a wide variety of programs, special events, and activities for children and teens.

This position requires knowledge, skills & abilities in the following areas:

1. Knowledge of the objectives and principles of public recreation, including an understanding of recreation programs.
2. Athletics, Arts & Crafts, etc.
3. First Aid & CPR with AED Certification, or be able to attain within a year of hire.
4. Knowledge of facilities and equipment needed in extensive parks and recreation program and the proper arrangement of recreation areas.
5. Must be able to work independently.
6. Ability to work with, interact with, and direct people of all ages, develop and implement effective programs for all ages.
7. Ability to work after-school hours, some weekday evenings, school vacation weeks, some weekends, and some Holidays.
8. Must have a valid NH Driver's License.

MINIMUM QUALIFICATIONS:

- Minimum of a High School Diploma or GED. Associates, BA, or BS Degree preferred in Recreation, Physical Education, Park & Facility Maintenance preferred.
- Experience working with youth & teens in a recreation type setting preferred.
- CPR with AED & First Aid Certification, or be able to attain within a year of hire.

PHYSICAL DEMANDS:

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

While performing the duties of the job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to walk, run, sit, climb, or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This position requires participation in physical activity. This position also requires seasonal and irregular hours, after-school hours, school vacation weeks, weekends, evenings, and holidays.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

It is reasonable to expect that this work will be a mix of indoor and outdoor environments. The employee may be exposed to poison ivy, poison oak, poison sumac, bee stings, and blood borne pathogens and airborne particles. Working conditions are generally good but can involve performance under varying weather conditions.