

TOWN OF BROWNVILLE

JOB DESCRIPTION

Position Title: Recreation Assistant

FLSA: Non-Exempt

Department: Parks & Recreation

Classification: Seasonal Part-Time

Reports to: Recreation Director

Revised: May 2023

POSITION SUMMARY

Responsible for assisting in the delivery and administration of recreation programs that provide structured activities and opportunities for the local community.

GENERAL RESPONSIBILITIES -ALL EMPLOYEES

- ✧ Communicates with supervisor(s), co-workers, town officials and the public in a courteous and positive manner.
- ✧ Adheres to the policies set forth in the Employee Handbook
- ✧ Arrives on time and prepared for the work day
- ✧ Maintains a clean and organized workspace (including all buildings and vehicles).
- ✧ Demonstrates cooperation and adaptability while interacting with all team members
- ✧ Is approachable and responsive to ideas and feedback
- ✧ Actively contributes as a team member when completing tasks, projects or meeting goals
- ✧ Able to work independently with minimal direction
- ✧ Interacts professionally with other agencies, departments, municipalities, vendors and customers
- ✧ Reports all injuries and accidents immediately to his/her supervisor and/or the Town Manager

POSITION SPECIFIC DUTIES & RESPONSIBILITIES

- ✧ Instructs programs for various age groups.
- ✧ Participates in the maintenance and upkeep of recreational facilities and equipment including lawn care.
- ✧ Responsible for safety, welfare and oversight of children during various activities provided by the Recreation Department.
- ✧ Contributes to the development and/or improvement of recreation programs.
- ✧ Acts as a good role model for others.

DESIRED EDUCATION & EXPERIENCE

- ✧ High School Diploma (students are welcome to apply).

Initials _____

- ✧ Experience overseeing children of various ages and abilities.
- ✧ Experience using lawncare or similar equipment.
- ✧ Knowledge of rules/regulations for various sports and games.
- ✧ Ability to “think outside the box” to create meaningful experiences on a minimal budget.
- ✧ CPR/First Aid Certification.

REQUIREMENTS

- ✧ Sincere desire to enhance the recreational programs offered to our community.
- ✧ Willingness to take direction and work independently when needed.
- ✧ Must be eligible to work in the United States
- ✧ Must obtain and comply with State of Maine Work Permit (if applicable)

ACKNOWLEDGEMENT

I have reviewed the above job description and understand the duties and responsibilities assigned to me. I am able to perform the essential functions as outlined, and I have discussed any questions I may have about this job description, with a supervisor, prior to signing this form. I understand I may ask for a copy of my signed job description at any time.

Dated _____

Employee’s Signature

Printed Name

Initials _____