

Moultrie-Colquitt County Recreation Authority

JOB ANNOUNCEMENT

Program Assistant (Part Time)

GENERAL STATEMENT OF JOB

Under general supervision, performs administrative and recreational work in the assisting with the coordination and implementation of programs in assigned area(s) to meet the recreation and leisure needs of the community. Work involves assisting in assigned divisions; monitoring assigned programs; assisting in planning, coordinating, and executing Authority special events; planning activities for mini camps and summer camps; answering the telephone to answer questions about programs; and filing paperwork. Reports to the Program Coordinator.

Essential Functions:

- Assists the Program Coordinator with planning, organizing, and coordinating special events, tournaments, instructional events, mini camps, and summer day camps.
- Assists with training and supervising personnel such as part-time employees and contracted help.
- Assists with addressing inquiries regarding recreation programs by telephone, written correspondence, and face-to-face interactions.
- Assists in planning and conducting workshops and clinics, training volunteers, creating community awareness, and other assigned tasks.
- Assists with training and supervising personnel (e.g., officials, score keepers, volunteers) for athletic programs and special events; performs duties of part time personnel in their absence.
- Monitors recreational and athletic programs, tournaments, and special events at assigned recreation center and facilities; monitors facilities and equipment for proper use.
- Plans and organizes assigned programs and activities; develops format and structure of programs.
- Monitors condition of recreation facilities, courts, ball fields, and other facilities; documents and reports needed maintenance repairs.
- Cleans and organizes to keep facilities safe and organized.
- Interacts with parents, children, program participants, instructors, coaches, youth associations, community organizations, arts organizations, civic groups, and others regarding programs, events, and activities.
- Assists in planning assigned annual special events.
- Answers telephone and provides customer service to citizens.
- Operates a variety of vehicles, equipment, and machinery such as vans, automobiles, telephone, printer, copy machine, fax machine, etc.
- Uses a variety of tools such as calculator, writing instruments, marquee board, file cabinet, standard office tools, etc.; a variety of supplies such as paper, ink, toner, tables, chairs, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Publisher, Microsoft Excel, Mozilla Firefox Email, etc.
- Interacts and communicates with various groups and individuals such as Program Coordinator, coworkers, other department heads and staff, volunteers, and the general public.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Performs various clerical, custodial, and courier duties in organizing and setting up events and programs.
- May provide on-site supervision at events and programs; may referee games as needed.
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the scope and goals of the Authority's recreational programs
- Knowledge of principles involved in recreational programming and project planning
- Knowledge of sports, recreational activities, tourism, and the arts
- Knowledge of modern supervisory practices and procedures
- Knowledge of occupational hazards and safety precautions
- Ability to evaluate situations and make decisions
- Ability to establish and maintain an effective working relationship with the public and other employees
- Ability to work an irregular schedule with some overtime, weekend, and holiday work required
- Ability to maintain a high level of discipline and morale
- Ability to communicate clearly and effectively orally and written
- Ability to complete accurate records and make reports
- Ability to establish and maintain an effective working relationship with the public and other employees

Minimum Training and Experience Required to Perform Essential Job Functions

- Recreation management experience and/or training that include planning and conducting programs in parks and recreation and/or athletics

Apply online at www.mccpra.com or the Moultrie-Colquitt County Parks and Recreation Authority Administrative Office. Applications accepted until the position is filled.