

<b>ORGANIZATION:</b>	City of Sherwood	<b>DATE:</b> 2015
<b>LOCATION:</b>	Sherwood, Oregon	
<b>DIVISION:</b>	Community Services	
<b>DEPARTMENT:</b>	Community Services / Field House / Center for the Arts	
<b>FLSA STATUS:</b>	Non-Exempt	
<b>JOB TITLE:</b>	Recreation Assistant – Pay Group 1	

**PURPOSE OF POSITION:**

Provide assistance to the Community Services Department and recreation programs.

**ESSENTIAL JOB FUNCTIONS:**

Provide customer service, greet visitors and respond to inquiries from the public.

Provide information in a clear, concise and efficient manner.

Register participants in classes and special events.

Accept and receipt payments as needed.

Perform cash handling procedures as needed.

Perform a variety of clerical activities, such as photocopying, filing, sorting documents, mailings, etc.

Assist with scheduling events and activities.

Open and close facilities for programs, events, and general use.

Set up facilities for events and activities as needed.

Assist with special events as needed.

Monitor facility during special events, providing customer service to renter and event participants, monitoring safety and adherence to facility guidelines and reviewing check in/out procedures.

Update facility reader board and other public and promotional spaces.

Perform light cleaning duties as needed.

Maintain cooperative working relationships with City staff, other organizations, and the general public.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:**

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** General knowledge of recreation programs and general office practices and procedures, English and business grammar, spelling, word processing and spreadsheet applications software and use of standard office equipment. Equivalent to high school education, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Valid Oregon Drivers License.

**DESIRABLE REQUIREMENTS:** Spanish bilingual. Knowledge of specific word processing and spreadsheet applications and software utilized within the assigned department. Previous experience with direct public contact and municipal recreation programs.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work schedule includes evening and weekend shifts and availability on short notice.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

**SUPERVISION RECEIVED:**

Works under the direction of the Department Supervisor.