

Town of Dryden
Recreation Assistant
Job Description

JOB GOAL: To assist the Recreation Coordinator with office work and routine operations of the Recreation Department, as well as provide assistance in the planning, development, and implementation of recreational activities, programs, and events for adults, youth, and community of the Town of Dryden.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma.
2. At least 1 year of full-time experience or its part-time equivalent in organized recreation or athletic program, or closely related field; OR
3. At least 12 course credits from a regionally accredited or NYS registered college in Recreation, Physical Education, or closely related field.
4. An equivalent combination of training and experience as defined by the limits #1, #2, and #3 above.
5. Knowledge and efficient use of office and computer equipment and software to generate reports, flyers, brochures, data bases, letters, etc.; specifically, sufficient experience with Microsoft Access, Excel, and Word 2000 or later.
6. Ability to work well with children and adults.
7. Tact, courtesy, and good judgment are required.
8. Excellent oral and written communication skills, organizational skills, and listening skills.
9. Physical condition commensurate with the demands of the position.
10. Such alternatives to the above qualifications as the Recreation Coordinator and/or Town Board may find appropriate and acceptable.

PERFORMANCE RESPONSIBILITIES: (includes but is not limited to the following)

1. **ADMINISTRATIVE**
 - 1.1 Performs routine clerical administrative work and operations of the Recreation Department.
 - 1.2 Assists with collection and data input of participant registration forms for specified programs/events.
 - 1.3 Assists with the planning, development, and implementation of recreational activities, programs, and events.
 - 1.4 Assists with the development and distribution of news releases, ads, event/game/program schedules, flyers, and brochures, etc.
2. **COMMUNICATIONS**
 - 2.1 Acts as an information and referral source for the Recreation Department by communicating appropriate information (written or verbal) and/or by guiding persons to the appropriate person or agency.
 - 2.2 Assists with facility reservations and scheduling as necessary.
 - 2.3 Makes recommendations as necessary to the Recreation Coordinator for the purchase of supplies and equipment needed for programs, events, or activities.

TERMS OF EMPLOYMENT:

1. Reports to: Town of Dryden Recreation Coordinator
2. Work Year: Temporary, Full -Time (40 hrs./week)
3. Salary: \$8.50/hour