

**CITY OF KETCHUM
JOB DESCRIPTION**

JOB TITLE: Recreation Assistant

DATE LAST REVISED: 8/22/22

DEPARTMENT: Recreation

JOB SUMMARY

Under the direction of the Recreation Supervisor and Youth Recreation Supervisor, oversees, directs, coaches, and teaches specialized youth activities including athletic, creative and stewardship endeavors and assists with the creation and maintenance of the Christina Potters Outdoor Ice Rink.

DUTIES AND RESPONSIBILITIES

Essential

- Leads instruction and/or assistance for specialized youth activities including athletic, creative and stewardship endeavors.
- Assists with the successful execution and delivery of care during the After School Program and Summer Youth Recreation Program
- Organizes and maintains equipment associated with assigned activity.
- Ensures a fun, safe, professional, and age-appropriate environment for youth participants at all times and with no exceptions.

Additional

- Assists with seasonal work relating to creation and upkeep of Christina Potters Outdoor Ice Rink.
- Performs other duties as assigned or needed.

QUALIFICATIONS

Essential

- High level of experience is essential in athletic, creative and stewardship activities offered by our Youth Recreation Programs.
- Ability to safely, enthusiastically, and professionally interact with children, co-workers, supervisors, and the public.

Additional

- Physically and mentally, perform the duties listed above (i.e., bending, stooping, reaching, pushing pulling, climbing, running, walking, standing, kneeling, crawling, lifting (up to 20 lbs.) grasping, seeing, communicating, planning of activities, supervising, etc.).
- Ability to work well with the general public.
- Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering incumbent or other employees.
- Current valid Idaho driver's license.

EQUIPMENT/MACHINES OPERATED

- Various machines related to youth sports activities (i.e. pitching machine, tennis ball machine, etc.).
- Zamboni Ice Resurface, rink brush tractor, and snowplow.
- PC, printers, other office equipment utilizing Microsoft products.

- Part Time Employment