
JOB TITLE: CENTER ASSISTANT
DIVISION: CITY OF WOODWAY FAMILY CENTER
DEPARTMENT: COMMUNITY PROGRAMS CLASS CODE: _____

EXEMPT: _____ NON-EXEMPT: X EMPLOYEE: _____
FULL TIME: _____ PART TIME: X SUPERVISOR: _____
DIRECTOR: _____
DATE: _____

DESCRIPTION OF WORK

General Definition: This position is under the direction of the Family Center Manager, and assists in the daily activities and programs of the City of Woodway Family Center and performs related duties as directed.

Supervision Received: Reports to the Family Center Manager.

Supervision Exercised: Volunteers, coaches, officiating personnel, program participants, and contractual personnel and participants.

Examples of Duties: Assists in developing, promoting, registering, and scheduling recreational programs, activities and special events; supervises, assists and substitutes for the activities of volunteers, coaches, officiating personnel, program participants, contractual personnel and participants; assists with or runs the concession stand; assists with the collection of all money from registration, rental and concession fees; issues collects and stores recreational equipment and supplies; ensures that safety procedures are followed; contacts and schedules or substitutes for officiating staff; assists in preparing and maintaining administrative records and reports on personnel and operation of programs; answers phone, written or personal requests for information; assists in the preparation of shirt/cap/award orders; ensures that the building and grounds are kept in a neat and organized condition; assists in any senior citizen programs and other various community programs.

MINIMUM QUALIFICATIONS

Knowledge: Knowledge of assorted recreational and sports activities (including rules, necessary equipment and necessary personnel); knowledge of administrative, personnel and management techniques; knowledge of first-aid and safety procedures.

Skills: Skill in developing and recording data; skill to communicate in writing and orally; skill in enforcing rules and regulations of organized sporting events.

Abilities: Ability to plan, schedule, organize and lead recreational activities; ability to instruct youth and children in various sports and games; ability to relate and work with children and youths; ability to supervise volunteers and paid personnel; ability to work within a budget and assist in the preparation of a budget; ability to collect and record money transactions; ability to keep records, prepare and present reports; operate a computer and other office machines such as a calculator, fax, printer, cash register, copier, scanner, and telephone system; operate sports equipment such as an official timer, score-keeper, and P.A. system; type forms, flyers, charts, letters, schedules, reports, rules and various other documents as required; ability to follow and enforce safety procedures; ability to communicate effectively and clearly in writing and orally with the public, including upset complaining or irate individuals; ability to quickly analyze situations or problems and formulate solutions; ability to establish and maintain effective working relationships; ability to operate a motor vehicle; ability to adjust and work a flexible work schedule; ability to be mentally alert to make sound judgments and decisions even when distracted by noise, activity, or the environment; ability to respond physically and mentally to emergency situations; ability to perform janitorial and maintenance duties as needed; ability to run, sit for extended periods, reach upper storage areas, lift and carry up to 50 pounds, stand and crouch for extended periods; ability to change locations and positions quickly; ability to see and hear various sporting events and effectively communicate decisions to players, coaches and spectators; ability to work in an indoor and outdoor environment; ability to don and effectively use protective equipment; ability to oversee or to capably perform all duties alone as needed; ability to meet deadlines; ability to multi-task; ability to project a confident but tactful manner; ability to set-up and take down all equipment needed for events (ex: balls, bats, helmets, etc.); ability to issue, collect, repair and store recreational equipment; ability to report to work at an assigned time; ability to work with senior citizens and other members of the community.

Education: Currently in high school. High School graduate preferred.

Experience: One year of previous work experience in a related setting (ex: physical education, recreational activities, tournament sporting events or officiating at various athletic activities) preferred.

Any work related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.

Licenses and Certificates: Texas Class C driver's license and driving history acceptable to the City. Able to obtain and maintain current CPR and basic First Aid training.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.