

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3765 **TITLE:** PARK/RECREATION ASSISTANT **GRADE:** S-16

DEFINITION:

Under supervision, assists in organizing, coordinating, and scheduling programs; **OR** assists in the day-to-day operations, delivery of services, and supervision of personnel at facilities such as teen, community, and senior centers, recreation centers, parks, and golf courses; provides support to senior staff; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Park/Recreation Assistant class is distinguished from the Park/Recreation Specialist I in that the Park/Recreation Assistant assists in the organization, coordination, and scheduling of Parks/Recreation programs or assists in the operations and delivery of services at Parks/Recreation facilities whereas the Park/Recreation Specialist I is responsible for managing and supervising a specific activity, function, or Parks/Recreation program at a community, teen, or senior center, park facility, group of parks, or assisting in supervising the operation of and recreational programming of a major component for a recreation center.

ILLUSTRATIVE DUTIES:

General Duties

Assists in the administration of the facility operations such as conducting inventory, preparing administrative and financial reports, and assisting in the preparation of the annual operating budget;

Assists in the ordering and receiving of supplies;

Assists with the recruitment, hiring, training, supervision, scheduling, and evaluation of staff and volunteers;

Adheres to revenue and expense limits;

Ensures staff compliance with operating procedures and safety/security standards;

Informs the public of pertinent rules and regulations;

Directs residents to private and public resources and programs;

Assists in the development and implementation of community outreach plans to target underserved populations and to increase overall program participation;

Delivers customer service by distributing literature and providing information;

Assists as a liaison between County agencies and residents.

Operations

Assists with providing operational support by supervising the maintenance of assigned facilities.

Programming

Assists with providing Parks/Recreation programming support by developing and coordinating several specialized programs and special events;

Maintains records necessary to the operation and evaluation of programs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the principles and practices of recreation center and/or park management;
Knowledge of fiscal record keeping and inventory procedures;
Ability to use a personal computer, applicable software, and peripheral equipment;
Ability to direct and coordinate the work of subordinate staff and volunteers;
Ability to prepare a variety of administrative reports;
Ability to maintain effective working relationships with staff, citizen groups, and the public;
Ability to communicate effectively both verbally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from high school or a G.E.D. issued by a state department of education, PLUS two years of related experience in a recreation center, recreational park, or golf course operation OR two years experience organizing and coordinating public recreation activities or community affairs, as applicable to the position.

CERTIFICATES AND LICENSES REQUIRED:

One or more of the following may be required as appropriate to the position:
Motor vehicle operator's license;
Food Sanitation Certificate, within 90 days of appointment;
Fairfax County Pool Operators License, within 90 days of appointment;
First Aid and CPR certification, within 90 days of appointment.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: November 3, 2004
REVISED: March 19, 1998
ESTABLISHED: June 1, 1987