

<b>Job Title:</b> Program Assistant to the Recreation Director	<b>Hours per week:</b>	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Recreation Director	<b>Department:</b> Recreation	<b>Grade:</b> 2
<b>Created date:</b>	<b>Revised date:</b>	<b>Approved date:</b> 10/03/2007
<b>Created by:</b>	<b>Revised by:</b>	<b>Approved by:</b>

**TOWN OF STERLING**  
**PROGRAM ASSISTANT TO THE RECREATION DIRECTOR**

**Statement of Duties:**

The Part-time, 15 to 19 hours per week Program Assistant provides additional support to the Director of Recreation for programs and projects through clerical and programmatic tasks. The work schedule hours will be flexible depending upon the demand of activity of the season. The responsibility involves answering phones, serving as an information source for the Recreation Programs, compiling program data, inputting registration forms, and assist with program scheduling and management; scheduling of athletic facilities

**Supervision:**

Works under the direction of the Recreation Director

Performs varied, responsible clerical and program duties; must have comprehensive knowledge of departmental operations with guidance from Director

Assist in supervision seasonal employees and volunteers

Supervise programs or activities that include evening and week-ends

**Job Environment:**

Work is performed under typical office conditions, gymnasiums, athletic fields, town beach facility, tennis courts, and all locations where programs are scheduled.

Required to work on nights and week-ends as needed

Vehicle use is necessary for transportation to these job sites

Makes contact with the general public, town departments, potential program instructors, and the media for advertising under the supervision of the Director

Errors could endanger persons and property, cause confusion and delay of service, have legal and/or financial repercussions, and result in adverse public relations

**Essential Job Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Works under the direction of the Recreation Director

Assist the Director with identifying, implementing, scheduling, and management of programs and/or projects

Inputs registration information into computer and files

Assist with mailing, ordering supplies, answering the phone, and correspondence with the web master, media, or general public

Assist in visiting program sites, interacts with program instructors, and updates Recreation Director

Assist in supervision and evaluation of staff and volunteers

Manage high school pick-up Basketball

Work with the department and area athletic organizations to maintain a master schedule for Sterling Athletic Facilities and collect appropriate documentation and fees

Maintain positive working relations with various town departments

**Recommended Minimum Qualifications:****Education and Experience**

Associates degree in business practices or related fields

Excellent customer service to patrons

Typing and organizational skills

Valid Massachusetts state driver's license

**Knowledge, Skills, and Abilities:**

**Knowledge:** General knowledge of Recreation Department operations; computer knowledge of Microsoft word and Microsoft excel

**Ability:** Work an average of 15 hours per week which may include evenings and week-ends; to work independently with some supervision from the Director; willing to learn new skills and knowledge related to the operations of the Recreation Department

**Skill:** Communicates efficiently; demonstrates ability to operate equipment such as a computer, fax machine, keyboard, printer, and copier. Ability to operate general maintenance of equipment, general cleaning and sporting equipment requiring hand-eye coordination and motor skills.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.