SHAWNEE COUNTY, KANSAS
Position Description
Community Center Assistant (Part-time)

POSITION CONTROL NUMBER: PRxxxx **FLSA STATUS: N**

POSITION DESCRIPTION

Under direct supervision, this part-time permanent position assists in researching recreation trends, teaching classes, or leading a variety of recreational program activities involved in the implementation of recreational programs for the county. Programs includes sports, special events, youth programs, arts and crafts, and other recreational programs and activities. Provides on-site supervision for program implementation; communicates with instructors, sets-up and issues equipment for recreational activities. Performs other duties as assigned. This position is supervised by a Recreation Leader.

WORK PERFORMED

50% Daily Operations.

- Assists in managing the basic operations, services, and activities of a recreation program.
- Instructs and leads general sports and recreational activities and programs; including the techniques, rules, and use of equipment used in various sports, games and special events.
- Practices and enforces appropriate safety precautions and procedures within the area of assignment.
- Performs general janitorial duties to meet center maintenance standards.
- Maintains general center cleanliness.
- Assists with the operation of the Rec+Roll van.

35% Customer Service.

- Answers phones, takes registration, and handles cash.
- Prioritizes customer service to patrons and staff.
- Possesses a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence.
- Communicates clearly and professionally, both verbally and in writing.
- Practices strong decision making and analytical abilities.
- Uses strong communication/listening skills.

15% Administrative Tasks.

- Provides a variety of administrative tasks in support of center programs such as registration, create activity flyers and bulletin boards, inventory supplies and prep for programs
- Maintains records of attendance and program timelines, and reports.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:
- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.

Ability to:
- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Think critically and analyze data.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Operate various office equipment.
- Make change.

Skill in:
- Microsoft Office suite
- Google Chrome

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					**BODY/TRUNK**					**OTHER**				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing			X		Lifting-50 lbs.		X			Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting-50 lbs.		X			Twisting		X			Cramped Body Position		X		
Pushing/Pulling		X			Squatting		X			Sustained Positions		X		
Carrying			X		Turning			X		Noise Levels (Excessive)		X		
Throwing			X		**LEGS/FEET**					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground		X		
Far Vision				X	Sitting			X		Work Below Ground		X		
Color Vision				X	Carrying		X			Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects		X		
Talking				X	Jumping		X			In High Volume Traffic		X		
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-50 lbs.		X			Temperature and Humidity		X		

EQUIPMENT USED

Personal Computer	Telephone	Fax Machine	Misc. Office
Printer	Office Furniture	Photocopier	Equipment

MINIMUM QUALIFICATIONS

- Eighteen (18) years of age.
- High School Diploma or GED
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record shall have no misdemeanor or felony convictions for traffic or vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc) on their driving record that are less than five (5) years old at the time the County-owned vehicle is being operated by the employee; have no more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old at the time the County-owned vehicle is being operated by the employee; and have no more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one year old at the time the County-owned vehicle is being operated by the employee.

SPECIAL REQUIREMENTS

- Required to lift fifty (50) pounds.
- Required to pass a pre-employment physical and drug screen and review of driving record.

This position is a Classified, Non-Exempt permanent Part-Time Position with Medical and Retirement. It is a permanent position requiring between 1,560 hours and 2,079.99 hours of work per year on a regular basis. A Part-Time Position with Medical and Retirement is eligible for all benefits.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name	Date
Administering Supervisor's Signature / Printed Name	Date
Appointing Authority's Signature / Printed Name	Date

Created: 08/22
Revised: 08/22