



**Township of Moon**  
**Position Title: Recreation Staff Program Assistant**  
**Department: Parks & Recreation**

**Employment Status: Seasonal Status: Non-Exempt**  
**Date of Revision: November 10, 2014**

**GENERAL NATURE OF WORK:** This is primarily program and administrative work in assisting with the supervision of facilities, programs and events for the Moon Parks & Recreation Department. An employee in this class is responsible for on-site supervision and other related tasks. Duties are performed under the direction of the Township Parks and Recreation Director and/or Assistant Director

**EQUIPMENT & JOB LOCATION:** This position requires general knowledge of Moon Parks and Recreation programs, events and classes. The primary work site varies at schools and offices/facilities in the Township of Moon.

**ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:**

*Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.*

- On-Site Supervision for programs, games, activities and/or events.
- Responds to requests for recreation information; answers questions and provides necessary information
- Ensure safety of participants
- Sign in and out if adults and parents responsible parties sign in underage
- Assist with events as scheduled

**ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- Responds to concerns from citizens
- Interacts with instructors
- Interacts with janitorial staff

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to establish and maintain effective working relationships with Township officials, fellow employees, other Township employees, and the general public
- General knowledge of park administration and recreational programs
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties
- Skill in dealing firmly, tactfully, and courteously with the general public
- Ability to understand and follow oral and/or written instructions
- Ability to work under the direction of the Township Parks and Recreation Director and/or Assistant Director

**DESIRABLE TRAINING AND EXPERIENCE:**

- Experience working in youth athletics and as a referee/scorekeeper is desired
- Experience assisting in community or school events

**NECESSARY SPECIAL REQUIREMENTS:**

- Possession of or ability to obtain promptly, a valid Driver's License as required
- Ability to work evenings and weekends
- First Aid and CPR adult and infant desired

**ACKNOWLEDGEMENT OF RECEIPT:**

The duties listed in the above job description 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.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs between the employer and the requirements of the job change.

Employee\_\_\_\_\_Date\_\_\_\_\_

Immediate  
Supervisor\_\_\_\_\_Date\_\_\_\_\_