



City of Brunswick

Job Title:	Program Assistant – Part Time	FLSA:	Non-Exempt
Department/Div:	Neighborhood and Community Services	EEO-4 Code:	PARA
Reports to:	RLCC Coordinator	Date:	03/30/2023
Supervises:	None		
Pay:	\$12.58/hr		

JOB SUMMARY

This is a responsible part-time temporary position not to exceed 6 months working under the general direction of the RLCC Coordinator. Plans and coordinates activities in conjunction with RLCC Coordinator to include open recreational programs and activities, arts and crafts, after-school programs, day camps, after school programs, special events and instructional programs. Work is assigned by RLCC Coordinator, general work program, policies, goals, and objectives. Work is reviewed by RLCC Coordinator observation, conference, and results obtained. Performs other related duties as assigned, in support of customer needs and organizational objectives.

MAJOR DUTIES

1. Assists the RLCC Coordinator in administrative duties in assigned activities and events.
2. Actively participates in the daily program operations, including customer service, checking in/out of students, collection of student fees, preparing invoices and notices to parents, and input of participant/family data into secure system.
3. Effectively engages, communicates, and plans with parent(s)/student(s) activities, center rules, expectations and performance goals.
4. Assists in maintaining an inventory of all equipment and accurate records, including issue and collection of equipment.
5. Assists in planning day camp activities as well as open recreational and educational activities.
6. Recruits and coordinates the activities of volunteers including game officials.
7. Coordinates and oversees the public utilization of Recreation facilities including rental of the Community Center.
8. Maintains an inventory of program supplies and materials. Requests program supplies and materials.
9. Prepares written and oral reports, including weekly time sheets and maintains activity records.
10. Performs light housekeeping duties as needed.
11. Performs other related duties as appropriate support of customer needs and organizational objectives.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the rules and regulations of a wide variety of group social, recreational, and sports activities.
2. Knowledge of safety issues and rules that govern safe play and similar community centers.
3. Ability to assist leadership, volunteers, and patrons in community recreational activities.
4. Ability to anticipate problems and proactively resolve them.
5. Willingness and ability to demonstrate commitment to the job, team and organization.
6. Ability to prepare basic invoices and documents, maintain accurate records, and to prepare effective records and reports.
7. Ability to establish and maintain the participation and enthusiasm of volunteers and participants.

8. Ability to establish and maintain effective working relationships with others. Ability to communicate clearly with a variety of individuals and to negotiate for resolution of personal conflict and other problems.
9. Ability to coordinate activities and manage time such that deadlines are met.
10. Willingness and ability to demonstrate commitment to the job, team, and organization.
11. Ability to serve as a positive role model and to help create a positive work environment which encourages individual and team growth and development.
12. Ability to anticipate problems and proactively resolve them. Ability to apply problem solving skills, considering all reasonable alternatives, and make recommendations for problem resolution.
13. Ability to manage multiple tasks, and to be flexible in changing priorities.
14. Ability to maintain confidential information.
15. Willingness and ability to perform other related duties as appropriate in support of customer needs and organizational objectives.

SUPERVISORY CONTROLS

The Community Services Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related program coordination duties. The unique needs of each student contribute to the complexity of the position.
- The purpose of this position is to provide support for community center youth programs. Success in this position contributes to provision of quality program that meet the needs of area youth.

CONTACTS

- Contacts are typically with co-workers, children, parents, community workers and volunteers, college representatives, representatives of local schools, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

Ability to perform the physical requirements of the job to include walking, bending, stooping, crouching, kneeling, reaching, grasping, talking, some repetitive motion to perform data entry, and hearing; visual acuity sufficient to determine neatness and thoroughness of work assigned, to make general observations of facilities, people, and equipment to supervise the safe operations of activities. Ability to lift up to 20 pounds. Mental ability to compare, use simple mathematics, and to compile, analyze, and synthesize information

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

High School Diploma or GED with 1-year work experience. Some experience in administrative assistance and children's after-school programs or similar activities, OR equivalent combination of training and experience. Safe driving record and valid driver's license. American Red Cross First Aid and CPR certification preferred. Pre-employment drug screening and physical examination required. Motor Vehicle Records history and Criminal Background check required.

Employee's Signature

Date

Employee's name (Print)