



South Whidbey Parks & Recreation District  
5475 Maxwellton Road  
Langley, WA 98260  
360-221-5484 swparks@whidbey.com

## **Recreation Assistant**

Salary Range: \$11.00 – \$15.00 per hour, DOE  
Status: Seasonal, part-time, schedule varies.

### **NATURE OF WORK**

Under the direction of the Recreation Supervisor, this position assists in the planning, promotion, and implementation of SWPRD's Basketball Programs. The basketball leagues run October–March, with minimal work beginning in October and peak hours in January–March. Additionally this position assists other recreation programs.

### **ESSENTIAL FUNCTIONS**

- Assists with the coordination of a long-running youth recreational basketball league.
- Coordinates skills evaluation and fair team assignments.
- Recruits, screens and trains basketball coaches.
- Assists in maintaining the cleanliness of facilities.
- Updates basketball inventory; purchases and distributes supplies & equipment.
- Assists in coordination and scheduling of games, referees and facilities.
- Ensures that safety rules, regulations and procedures are followed. Provides for adherence to required risk management practices.
- Maintains records and prepares reports.
- Assists in promotion, registration, evaluation and new program development.
- Provides information to staff and general public regarding recreation programs.
- Works with participants and volunteers demonstrating a high level of tact, judgment, discretion and professional expertise. Resolves grievances and complaints.
- Performs other duties as assigned by the Recreation Supervisor or Park Director, including programs in other areas of recreation.

### **SUPERVISORY RESPONSIBILITIES**

Supervises volunteers, employees, and participants in accordance with the District's policies and applicable laws.

### **KNOWLEDGE, ABILITIES & SKILLS**

- Knowledge of principles and practices related to basketball and the coordination of sports.
- Must have regular access to email.
- Must be detail oriented, have a high energy level, and excellent organizational skills.
- Ability to supervise children, youth and adults.
- Ability to communicate effectively orally and in writing using correct English grammar.
- Ability to plan, schedule, supervise and evaluate programs and personnel.
- Ability to efficiently operate computer equipment and other office machines.
- Ability to work in a rapid-pace work environment, handle multiple tasks, and meet deadlines.
- Ability to maintain effective working relationships with community groups and individuals, staff and appointed and elected officials.
- Ability to greet the public, in a friendly, courteous and tactful manner and convey a willingness to be of service. Ability to use both verbal and non-verbal forms of communication to demonstrate an open and accepting attitude.
- Ability to exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding other employees and District Commissioners.
- Ability to work irregular hours, including evenings and weekends.

### **EDUCATION AND/OR EXPERIENCE**

Education in parks and recreation administration, physical education or related field and experience in recreation or sports OR a combination of education and experience ideal. Experience working with a local government in a parks and recreation department helpful. Must hold a valid Washington State Driver's License. Must hold valid first aid and CPR certifications, or obtain within three months of employment.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

This position works from the Park District office. However, work is also performed out of the office and a high degree of physical mobility is required to provide supervision of programs and events at various locations. Ability to work a flexible schedule is required. Physical capabilities to participate in recreational activities such as pushing and pulling; throwing objects to demonstrate/participate in activities; reaching overhead and horizontally; hearing and speaking to exchange information and make presentations; seeing to read materials and monitor activities; dexterity with hands and fingers to operate sports equipment and a computer keyboard. Ability to lift 50 pounds required.