

City of Lander

Job Description



Title:	Seasonal Program Assistant- Temporary	Grade:	\$10.00 - \$13.00
Department:	Parks & Recreation	Effective Date:	04/2019
Division:	Recreation	Last Revised:	03/2019

GENERAL PURPOSE

Employee will supervise and/or teach youth the basics of track, t-ball, pitching machine, basketball, volleyball, soccer, tennis, climbing, bicycling and ice skating rink, counselors for camps, mountain biking, sport referee and other games. Position is part-time seasonal position, 30 to 40 hours a week, term of position may be 3-12 weeks, depending on specific program durations.

SUPERVISION RECEIVED

Employee works under the general supervision of the Parks & Recreation Director and the Program Director.

SUPERVISION EXERCISED

Position may provide close to general supervision to part-time employees and volunteers.

ESSENTIAL FUNCTIONS MAY INCLUDE BUT NOT LIMITED TO:

- Good communication skills with all ages
- Organize players and participants with each activity
- Will be responsible for the health and safety of all participants
- Plan, develop, and implement practices and games
- Organize and teach the basics of each sport
- Ice Skating rink employee will clean, sweep, and mop floors after each shift. Receive in money and record the skate rentals. Must be able to run a cash register. Oversee skaters to enforce rules on ice. Cleaning of restrooms on each shift.
- On game days employee will assist on getting the fields ready for play and all equipment ready for games, and then put equipment away.
- Counselor for Sinks Canyon Camp
- May also supervise open gym.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Experience with sports activities and youth coaching.
2. Rock Climbing Instructor will require certification through the Certified NOLS Leader of America
3. Mountain Bike Instructor will require certification of a Mountain Bike Level 1 Instructor
3. Minimum Age: 16
4. Experience with attending Sinks Canyon Camp
5. Pass a drug screen and back ground check

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description.

Date: _____

(Employee)