



## **Recreation Assistant**

Salary: \$8.20 – \$12.65

Position Type: Part-time

Opening Date: October 23, 2017

Closing Date: Open Until Filled

Interested candidates must complete and submit a Riverdale City application and current resume to Human Resources. For a copy of the full job description, qualifications and application please visit our website at [www.riverdalecity.com](http://www.riverdalecity.com).

### **GENERAL PURPOSE**

Performs support duties for recreation programs and maintenance duties for the community facility.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Community Services Director and occasional supervision of the Recreation Specialist.

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL FUNCTIONS**

Assists recreation programs specialists working with participants  
Performs basic maintenance duties of the community facility and sports fields  
Regular and predictable attendance  
Other duties as assigned

### **MINIMUM QUALIFICATIONS**

Education and Experience:

Sufficient education and experience to demonstrate an aptitude or ability to perform the above and related duties.

No Experience Necessary.

### Knowledge, Skills, and Abilities:

Some knowledge of organized sports; rules, set-up, equipment necessary and safety.  
Effectively communicate with the public. Possess good public relation skills.  
Possess a drivers license

### Work Environment:

Incumbent of the position performs in a variety of settings (indoor & outdoor). Tasks require variety of physical activities, not generally involving muscular strain such as walking, standing, stooping, sitting, reaching, lifting.

Talking, hearing, and seeing essential to effective performance of essential functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

**Veteran's Preference Points:** Applicants **MUST** submit a copy of their DD-214 with their application and **before** the closing date in order to receive veteran's points. This is for initial appointments only.

Riverdale City is an Equal Opportunity Employer. All applicants selected for employment with the city shall be required to take a drug and alcohol test with negative results and a background check as a pre-condition of employment.