

CITY OF COVINA

COMMUNITY RESOURCES ASSISTANT I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, learns to assist and assists with the organization, implementation and supervision of City recreation and community programs, within Recreation Services, Community Relations, Senior Services, and Community Service divisions of the Parks and Recreation Department; performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Community Resources Assistant I

The **Community Resources Assistant I** is the entry level support class responsible for providing general guidance to one or more recreation related programs and activities involving children, teens, adults, and seniors. Work is performed at a variety of recreation sites, including the Hollfelder Teen Center, Joslyn Senior - Auditorium, Michael D. Antonovich Aquatic Center, playgrounds, parks, baseball/softball fields, tennis courts, schools, as well as other sites. This classification is alternatively staffed with Community Resources Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Community Resources Assistant II

The **Community Resources Assistant II** is the journey level support class responsible for helping to plan program content and oversee the daily operations of one or more recreation related programs and activities involving children, teens, and seniors. Work is performed at a variety of recreation sites, including the Hollfelder Teen Center, Joslyn Senior - Auditorium, Michael D. Antonovich Aquatic Center, playgrounds, parks, baseball/softball fields, tennis courts, schools, as well as other sites. This classification is distinguished from the next lower level of Community Resources Assistant I in that the latter acts with greater independence and oversees the more difficult program areas.

SUPERVISION RECEIVED/EXERCISED:

Community Resources Assistant I

Receives immediate supervision from a Recreation Supervisor, Recreation Services Coordinator and/or other higher level Recreation staff. Incumbents in this classification do not routinely exercise supervision.

Community Resources Assistant II

Receives general supervision from a Recreation Supervisor, Recreation Coordinator and/or other higher level Recreation staff. May exercise functional or technical supervision over volunteer, seasonal, or lower level staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

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- Accepts responsibility for learning to assist and assisting with the organization, implementation and supervision of City recreation and community programs, at city facilities, parks and schools, including, but not limited to, after school programs, teen programs, sports team events, and aquatics programs.
- Monitors participants in recreation programs; teaches a variety sports; supervises and leads program activities.
- Sets-up for and cleans-up after program activities.
- Maintains City buildings and property, including picking up trash, sweeping, restocking restrooms, washing windows, etc.
- Delivers equipment to sites throughout the City and organizes and stocks equipment storage areas.
- Researches new program ideas; may collect registration fees.
- May assist in the planning and implementation of programs, day camps and special interest activities, including leagues and tournaments.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in keeping records and preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and equipment weighing 25 pounds or more is also required. The incumbent may use cleaning chemicals, or pool chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to drive motorized vehicles. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Community Resources Assistant I-II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Community Resources Assistant I

One year of experience with recreation programs or events, or one year of college, and a high school diploma or equivalent.

Community Resources Assistant II

In addition to the above, two years of professional experience in community programs in recreation, or a related field. Relevant experience in municipal or private leisure service agencies may be counted in lieu of college work.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license may be required for some positions. Possession of a current CPR and First Aid certification is required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge, skills and abilities listed below vary between the I and II levels.)*

Knowledge of:

Modern principles and practices of recreation and community programs; basic principles of mathematics; applicable federal, state and local laws, codes and regulations related to recreation programs, including safety practices and SB 198 laws; rules, regulations and policies affecting and related to recreation and community programs; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize and coordinate recreation and community activities for the City; enforce safety rules relating to assigned recreational events; work flexible hours, including evenings and weekends; analyze assigned programs and develop and recommend appropriate responses; learn more complex principles, practices, techniques, and regulations pertaining to assigned duties; implement, explain and apply applicable laws, codes and regulations related to recreation programs offered; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard recreation tools and equipment.