



City of Emeryville

Recreation Assistant

CLASS CODE 1595

BARGAINING UNIT: SEIU - Service Employees International Union

ESTABLISHED DATE: February 1999

REVISION DATE: June 2025

DEFINITION

Under the direction of the recreation supervisor, performs a variety of administrative and program functions in support of a comprehensive recreation department; assists in the development of programs; supervises part-time staff; implement and manage assigned program groups; perform related work as assigned. Recreation Assistants may be assigned to any division within Community Services.

Examples of Duties

The duties listed below are illustrative only. They are not meant to be a full and exhaustive list of all of the duties and responsibilities of this classification.

- Assists in planning, developing, organizing, scheduling and conducting a variety of programs and activities for the community.
- Assists in assigned program budget administration and control; inventory and order supplies and equipment.
- Assists in funds development for all recreation programs.
- Assists in developing public relations materials, brochures, announcements and fliers for recreation programs; create public relations materials utilizing desk top publishing skills.
- Attends meetings, hearings, workshops and training as required; act as department liaison to the community as needed.
- Establishes and maintains program and office files; processes invoices, vouchers and other forms as necessary within assigned area of responsibility.
- Recruits, trains, supervises and evaluates assigned staff.
- Trains and directs staff as outlined by management,
- Administers First Aid, CPR or other emergency and safety procedures as required.
- Oversees the daily maintenance of recreation facilities, make recommendations for repairs.
- Coordinates and facilitates patron registration for all programs and memberships.
- Conducts and oversees in-service training facility and staff conditioning programs.
- Assigns and oversees custodial duties.
- Maintains equipment and supplies for facilities; maintain inventory records of equipment and supplies.
- Oversees collection and security of all revenues collected; keep records of revenues.
- Completes accident, revenue, and control and discipline reports.
- Maintains accurate operational and financial records.

Minimum Qualifications

Any combination of education and experience as follows:

Education

Completion of two years of college with emphasis in education, recreation or a related field and

Experience

Two years of relevant experience.

Licenses and Certifications:

When assigned to Aquatics division:

Must possess a current Red Cross Lifeguard Training certificate.

A Lifeguard Instructor certification and Certified Pool Operator/Aquatic Facility Operator is highly desirable at the time of application and must be obtained within first year of employment.

KNOWLEDGE AND ABILITIES

Knowledge of standard office practices and procedures, including filing and the operation of standard office equipment; correct English usage, including spelling, punctuation and grammar; business letter writing; word processing and personal computer equipment; record keeping;

reference sources, methods, forms and techniques; philosophy, methods and techniques utilized in organized recreation; first aid; recreational and program activities suitable for clientele; age appropriate activities and programs; effective techniques of supervision and evaluation; research techniques, sources of information and methods of report presentation; effective methods of human interaction; effective methods of communication both verbal and written; public relations techniques and procedures; record-keeping and report writing principles and procedures; techniques for providing a high level of customer service effectively dealing with the public and City staff.

Ability to plan, organize and implement a variety of programs and activities; present clear concise oral and written reports and information; establish and maintain effective working relations with those contacted in the course of work; establish and maintain effective filing and reference systems; provide factual information to the public and/or other City staff; organize work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction; research, compile and summarize a variety of informational materials; operate standard office equipment, including a personal computer; perform related duties as required.