

TOWN OF HARWINTON

ASSISTANT TO THE PARKS & RECREATION DIRECTOR JOB DESCRIPTION

JOB TITLE: Assistant to the Parks & Recreation Director – P/T Non-Exempt Position – 24.5 Hours/Week

SUPERVISOR: Recreation Director

PURPOSE OF JOB:

The position is responsible for assisting the Recreation Director with running the Parks and Recreation department.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

- Helps to plan, organizes, implements, and evaluates group programs for the senior citizens at the Senior Center that reflects the interest of the seniors in Harwinton.
- Helps to develop recreational, physical, social and leisure activities.
- Assist in preparation of the monthly calendar, press releases and news articles to publicize activities and programs.
- Assist in the preparation and administration of the annual budget.
- Coordinates building use and activities with other town departments, i.e. Recreation.
- Prepares reports to appropriate authorities of town, state and federal agencies.
- Attends meetings, workshops, and training sessions to remain current in elderly issues and recreational programs at the discretion of the Parks & Recreation Director.
- Maintains the senior center administrative duties including, but not limited to, organizing, filing, corresponding both verbally and electronically.
- Maintains the department website page and updates on a regular basis with schedule & activity changes.
- Maintains and facilitates all grant applications in coordination with the First Selectman's Office & Parks & Recreation.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

High School graduate or GED equivalent. Written communication, math skills with a working knowledge of computers, Microsoft Office, Excel, etc. Interpersonal and problem-solving skills a must. Ability to interact with residents, coworkers, outside vendors and volunteers. The ability to effectively relate to a variety of people, and a compassionate understanding of the elderly and their desire to maintain their independence. Requires a knowledge of the psycho-social needs of the elderly, an interest and experience in working with seniors or experience in working with group recreation activities or related work experience. Ability to read, write and speak in English. Be able to prepare documents, letters,

correspondence, records and reports using correct grammar. Ability to participate in discussion, meetings and give instructions that can be understood by those listening. Knowledge of Federal and State funded programs.

PHYSICAL DEMANDS AND WORK ENVIROMENT:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands and fingers to handle or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight to moderate weight items. Must be able to lift a minimum of 50 lbs. Ability to move freely about the municipal buildings and/or grounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

The Town of Harwinton does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of service. This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTE:

This job description in no way states or implies that these are the only duties by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and be able to follow any other duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities To perform this job successfully the incumbents will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than "at will" relationship. This job is a union position.

ACKNOWLEDGEMENT

I _____ have read this complete Job Description titled **Assistant to the Parks & Recreation Director** and understand it completely.

I also acknowledge that the Job is not limited to the description and may require updating and changes to adapt to my environment. I understand what my starting wage is and have reviewed the Town of Harwinton Employee Handbook.

I further understand that I will be required to attend mandatory training as assigned by the Recreation Director or First Selectman.

Print Name Date

Employee's Signature Date