



## Nevada City Parks and Recreation Job Description RECREATION ASSISTANT

Under supervision of the Parks & Recreation Supervisor, the Recreation Assistant will assist in the oversight of recreation facility rentals, assist with recreation programs, and assist with other administrative needs within the department and city.

### **Typical Job Duties:**

- Conduct oneself in a professional manner
- Answer phones and provide quality customer service
- Create and maintain appropriate rental files
- Insure facility cleanliness and maintenance
- Assist Parks & Recreation Supervisor when required
- Maintain accurate and timely records and reports
- Data entry onto rental calendars
- Generate the bi-monthly City Newsletter

### **Knowledge and abilities:**

- Must be organized and have good time management skills
- Must have experience with Microsoft office computer programs
- Ability to function effectively under direct supervision and develop working relationships with fellow city employees and the public
- Must be able to work independently
- Must be able to communicate well verbally and in writing
- Ability to receive direction and follow written and oral instructions
- Ability to handle and prioritize multiple tasks
- Able to lift at least 40 lbs.
- Experience answering phones is desirable
- Ability to operate office equipment such as a copier, postage meter and fax machine
- Other skills: reliable, dependable, creative, enthusiastic

### **Other:**

- Must be at least 18 years of age
- Pay rate: \$8.00
- CPR and First Aid certifications are desirable
- Background Check
- DMV printout

For more information contact Nevada City Parks & Recreation 530-265-2496 x129

Applications are available at [www.nevadacityca.gov](http://www.nevadacityca.gov)

**Application deadline: March 8, 2012**