



## Nevada City Parks and Recreation Job Description RECREATION ASSISTANT

Under supervision of the Parks & Recreation Manager, 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
- Assist with facility cleanliness and maintenance
- Assist Parks & Recreation Manager when required
- Maintain accurate and timely records and reports
- Maintain reservation calendar and program accurately
- Assist with administrative duties for summer programs. This may include, but is not limited to creating summer camp rosters, greeting summer camp instructors, swimming pool copies and deposits.

### **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
- 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: \$15.00/hr

For an Application visit the City's website: [www.nevadacityca.gov](http://www.nevadacityca.gov)

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