

CITY OF WILLMAR

**LABOR COMMITTEE MEETING
6:15 PM, MONDAY, JUNE 22, 2020
VIRTUAL - GOTOMEETING**

AGENDA

**Chair: Shawn Mueske
Vice Chair: Fernando Alvarado
Members: Samantha Beckman
Vicki Davis
Kathy Schwantes**

1. Meeting Called to Order
2. Recreation Assistant Hiring
3. Miscellaneous
4. Adjourn

RECREATION ASSISTANT

Position Title: Recreation Assistant

Department: Recreation

Department Head: Recreation Director

Immediate Supervisor: Same

Pay Range: 4 FLSA Status: Non-Exempt

APPROVED:	April 5, 2000
REVISED:	March 2, 2020
REVISED:	
REVISED:	

Purpose

Under the direction of the Recreation Director, the Recreation Assistant is responsible for planning, promoting, organizing and providing leadership, coordination and oversight of the recreation front office, media outlets, financial documents, and the adult and youth recreation programs provided by the City of Willmar's Recreation Department.

Organizational Relationships

Communicates with: *Internally* – Recreation and City personnel; *Externally* – volunteers and the general public

Supervises: none

Essential Functions

Process program registrations, team registrations, facility reservations, and other services offered by the Parks and Recreation Department.

Maintains office services by organizing office operations and procedures, controlling correspondence, designing filing systems, reviewing, assigning, and monitoring clerical functions.

Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.

Responsible for developing standards and promoting activities that enhance operational procedures.

Prepare and maintain record of various reports as needed

Create public relations materials such as flyers, press releases, and brochures with Parks and Recreation staff.

Plans, develops and implements the adult and youth recreation and special needs programs.

Promotes and informs the public regarding recreation programming.

Monitors and oversees revenues and expenditures for programming.

Performs public relation responsibilities in working with parents and community members in addressing their concerns, inquiries, addressing disputes appropriately and fairly.

Plans, organizes, promotes, sponsors and directs various special events.

Works closely with custodial and public works staff to ensure the facilities is set up and ready for use as requested by the public.

Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.

Recommends adjustments in fees for use of facilities to the Director.

Works with administration to process proper billing procedures so fees are sent and collected for facility use.

Attends training sessions and conferences.

RECREATION ASSISTANT

Direct and manage schedule of 20+ seasonal and/or part-time employees and volunteers
Performs other duties of a comparable level or type, as required.

Required Knowledge, Skills and Abilities

Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects.

Basic knowledge concerning the use of computers and related software applications and general business equipment.

Knowledge of community resources and community organizations.

Knowledge of the theories, philosophy and approaches to recreational programming, evaluation, and implementation.

Applying supervisory theories and practices in delegating, monitoring, evaluating and training volunteer program personnel, game officials, and program supervisors.

Planning, evaluating, implementing, coordinating, scheduling and arranging for recreational programs, activities, events, tournaments or services.

Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, fees, expenses and the like.

Applying judgment and discretion in handling problems, public relation concerns, and issues in accordance with the policies and procedures of the District.

Communication, interpersonal skills as applied to interaction with coworkers, volunteers, department staff, the general public, etc. sufficient to exchange or convey information, speak before groups and make presentations, to receive work direction, and to market programs, address, negotiate or resolve issues/conflicts appropriately.

Minimum Qualifications

Bachelor's Degree or equivalent experience in Sports Management, Recreation, Leisure Services, Office Administration, Parks and Recreation, or other equivalent field.

Working Conditions

Duties performed by this classification are primarily administrative and planning in nature and, as a result, incumbents are exposed to a minimum of environmental hazards and risks associated with the requirements of the work.

Physical Job Requirements

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.