**WEST UNION PARK AND REC**

**ASSISTANT TO THE DIRECTOR**

**Job Description**

The West Union Parks and Rec Assistant to the Director will work with all various activities provided by the Park and Rec Department. Primary duties will include working with the public to facilitate programs and scheduling, organize equipment, grooming fields, working with various types of sports courts, working with co-workers, employees, running errands, Red Cross programs, and other duties as required. This list is not in its entirety. This position reports to the Director of Parks and Rec.

**Qualifications**

1. Previous Park and Rec experience, certification, related degree or other Park and Rec experience, working with public.
2. Knowledge of all aspects of Park and Rec to include, swimming pool operations and or lifeguard experience, rules of various activities such as baseball, basketball, skiing, football, soccer, slow pitch softball, T ball, others and a willingness to investigate other activities.
3. A Desire or passion for Park and Rec activities with and emphasis on safety.
4. Be in good physical condition will be required to occasionally lift 50 pounds or more, shoveling, raking, and other strenuous activities.
5. Must be honest and trustworthy with the ability to work on your own.

**Duties**

1. Works under the supervision of the Parks and Rec Director.
2. Participant safety in all activities must be a priority.
3. Working with field layout and or sports courts, prepping, cleaning, organizing indoors and outdoors, may take on coaching duties as well.
4. Prepares schedules, rosters, organizing playing times and locations, coordinating with other departments, towns or organizations.
5. Direct and assist interns, employees, volunteers and the general public as necessary acting in a professional manner at all times.
6. Perform preventive maintenance, testing and inspections of various equipment, products, and or chemicals across all facilities. Report any issues or concerns.
7. Know duties of other positions in Park and Rec and fill in as necessary may require other certifications.
8. Attend and or conduct meetings as necessary.
9. Perform and prepare documents, records, receive funds, forms as required by the Director, City, or other entity.
10. Performs other duties as necessary.