

**Jefferson County, West Virginia  
Job Description**

<b>Position Title (working title):</b>	<i>Recreation&amp;Public Services Assistant</i>	<b>Salary Range:</b>	\$26,000-30,000
<b>Department</b>	JCPRC	<b>Date:</b>	6/7/21
<b>Reports to:</b>	Director or Assistant Director	<b>FLSA Status</b>	Non-Exempt

**Work Hours:** Weekly schedule must be flexible. A regular work week from 9-5 with the expectation that work schedule will include week day evenings and weekends. Applicant should be prepared to work at least one evenings per week and one-two weekends per month (depends on recreation program schedule and season)

**Statement of Duties:** The employee is responsible for customer service, marketing and assisting with the implementation of Parks and Recreation Department activities and special events. Employee is required to perform all similar or related duties as required.

**Supervision Required:** Will require minimal supervision to complete routine, recurrent duties. Will show willingness and initiative to perform other duties to assure smooth operation of the agency. Will be required to help coordinate seasonal and special event activities or any other duties as assigned by supervisor.

**Confidentiality:** Employee may have access to some confidential information obtained during performance of regular position responsibilities such as client or department records.

**Accountability:** Consequences of errors, missed deadlines or poor judgment may include adverse public relations, or jeopardize programs.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** The work environment involves everyday discomforts typical of offices, without regular exposure to extreme heat and cold and inclement weather conditions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee will be required to work beyond normal business hours to attend or help with department-sponsored evening and weekend activities or events.

- a. Routinely identifies patron concerns and works to resolve the complaint accurately and in a timely manner. Follows up as necessary to ensure a mutually satisfactory resolution.
- b. Consistently responds to patrons’ requests for assistance promptly and in a friendly, courteous, and cooperative manner. Listens to all patron feedback, positive and negative, acts to resolve complaints within his/her control, and gives feedback to Director in a timely manner.

Jefferson County Parks & Recreation Commission,  
Recreation & Public Services Coordinator

06/04/21

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**Occupational Risk:** Duties of the job generally present little potential for injury. Minor injury could occur through employee failure to follow safety precautions or procedures. Examples of personal injury may include bruises from falls, cuts or bruises or muscular strains.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Assists with the Development, coordination, and implementation of a wide variety of recreational activities, special events, concerts; both active and passive for youths, adults, seniors and families.

Responsible for the marketing of programs, special events, and facilities through flyers, brochures, banners, signs, website, social media, radio, newspaper, etc.

Assists with designing, preparing and monitoring information on the department's web site.

Assists with design and preparation of seasonal program brochures and other materials to advertise department programs and activities.

Responsible for front desk duties; including answering phones, registration, and general customer service.

Responsible for development of forms and flyers for leagues and programs.

Assists with program data entry into the Active Net System.

Other duties as assigned.

**Education and Experience:** College degree in Public Relations/Marketing, Graphic Design, Parks & Recreation or a related field. Two to five (2-5) years related work experience in a parks and recreation department preferred; any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** First Aid and CPR Certification; Valid driver's license.

**Knowledge:** Knowledge of graphic design, recreation and leisure activities related to youth/adolescents and their families. Must be a self-starter, motivated, and willing to take on extra duties as assigned. Photography skills to capture events, activities, facilities a plus.

**Abilities:** Ability to develop effective and constructive working relationships with adults of all ages, children/adolescents and service providers; ability to deal with clients in crisis; ability to use office software such as Microsoft office, publisher, Photoshop, adobe, word processing, spread

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sheet, print shop and other photo graphic design applications. Must be physically fit in order to participate in department-sponsored activities or programs.

**Skill:** Proficient data processing skills including word processing, data base management; proficient communicator orally and in writing.

**Physical and Mental Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

**Physical Demands:**

Requires some agility and physical strength to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be frequent lifting of objects such as recreation equipment and related supplies.

**Motor Skills:**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing, filing, sorting, and operating a motor vehicle.

**Visual Demands:**

Visual demands include constantly reading documents for general understanding and for analytical purposes.