



## Muskingum Watershed Conservancy District Position Description and Requirements

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<b>Position Title:</b>	Program Assistant	<b>Date:</b>	December 19, 2016
<b>Department:</b>	Recreation	<b>Classification:</b>	Seasonal (S)
<b>Reports to:</b>	Program Leader	<b>FLSA Status:</b>	Non-exempt
<b>Directly Supervises:</b>	None		

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### Summary of Responsibilities

Assists the Activities Leader in scheduling, coordinating, and/or facilitating activities within the park or campground for camper and daily guests. May be involved in special park projects and tasks and assists in setting up and maintaining special events.

Assists the Activities Leader in maintaining a clean and safe Activity Center facility/area to perform activities.

Practices standard MWCD safety procedures in performing job duties and assists other MWCD personnel as required.

Provides excellent customer service when interacting with MWCD guests.

### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**Essential Functions** *include the following. Other duties may be assigned.*

Assists the Activities Leader in providing organized activities to meet the needs of guests in coordination with other park activities. Assists in the planning, scheduling, and presentation of programs for all age groups.

Coordinates and assists in pre-program preparation and post-program cleanup. Maintains activities/program attendance and other records.

Assists in coordinating advertisement and promotion of park activities and events. Purchases equipment and supplies as directed by the Activities Leader.

Notifies appropriate manager of any safety concerns realized while performing job duties.

### Skills and Abilities

Education:	Less than high school education; or up to one month related experience or training; equivalent combination of education and experience.
Experience:	Experience in recreation, programming, and fund raising is required. Prior experience in coordinating special events/programs and budget management is preferred. Customer service experience is preferred. A thorough knowledge of sports rules is preferred. Thorough knowledge of audio visual aids is preferred.
Computer Skills:	Basic computer skills required
Certifications & Licenses:	Driver's license valid in the state of Ohio

Abilities: Ability to work well with the public and good public communication skills are required. Ability to plan and schedule a variety of activities. Ability to communicate ideas and plans to park staff and supervisor.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment**

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**Other Requirements, Expectations, or Unusual Conditions**

Overtime work and/or split shift(s) work is required as necessary. Must have a sincere interest in outdoor recreation. This position requires weekend, evening and holiday work.

MWCD has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

By signing here, I acknowledge that I have read and understand the position description and requirements for this position.

Signed \_\_\_\_\_

Date \_\_\_\_\_