

Classes and Programs Assistant

Position: Temporary

Scheduled Hours: Varies throughout the year

Wage: 10.75

Description of Duties:

Classes and Programs Assistant will assist with classes/programs/special events, may teach classes, and will supervise children and adults during classes/programs/special events.

Supervision Received:

Supervised by the Community Center Manager and Recreation Specialist

Supervision Exercised:

No supervision of staff

Essential Duties and Responsibilities

- Assists with classes/program/special events including leading activities independently.
- Assist setting up for classes/special events.
- Provide customer service to patrons.
- Maintain a safe and controlled environment.
- Enforce and adhere to all policies and procedures.
- Act in a professional manner at all times, must be able to work with kids of all ages and adults
- Complete additional duties assigned by full-time staff.

Knowledge and Skills:

- Ability to self-motivate with little or no supervision
- Has the ability to multitask, problem solve, and remain calm in situations with the public
- Effective verbal and written communication skills
- Bilingual (English/Spanish) preferred

Education, Experience and Requirements:

- Must be at least 15 years of age
- Satisfactorily pass criminal history and reference checks
- Must obtain CPR/AED certification

Physical Demands of the Position:

- Must be able to lift and carry 30 lbs
- Must be able to walk, climb, bend, and stoop to complete tasks.

Working Conditions:

- Ability to work in an office environment and outdoors
- Worker may be exposed to unruly patrons
- Worker will at times work independently