

CITY OF PINSON
JOB DESCRIPTION

Job Title: Parks and Recreation Assistant

Department/Division: Parks and Recreation Department

Salary Range: \$15.00 - \$20.00 per hour (or as may be fixed from time to time by the City Council)

Employment Status: Full-Time

JOB SUMMARY

The Parks and Recreation Assistant shall:

1. Assist the Parks and Recreation Director / Athletic Director in the operations and management of the City's Parks and Recreation Department, as directed.
2. Prepares athletic fields by chalking/painting and cutting fields.
3. Assist with compliance with required certifications for coaches and staff for activities as needed.
4. Supervises participants in Parks and Recreation programs to ensure a healthy and safe environment.
5. Assists with quotes, purchases, and inventory of supplies for Parks and Recreation programs and facility needs as directed.
6. Attends meetings and training sessions as required to become and remain current on the principles, practices, and new developments in assigned work areas.
7. Positively interact with the public, residents, and community stakeholders.
8. Assist with developing long and short-term strategic goals on the planning, development, design, and operational processes of the Pinson Parks and Recreation department.
9. Assist in recruiting, training, and supervising of Coaches, part time staff and volunteers.
10. Perform general maintenance of Parks and Recreation facilities and property (including preparing spaces for functions and parties, maintaining proper cleaning and sanitation supplies, painting, cleaning, collecting and disposing of trash/debris, mowing at required properties, maintaining mowers/vehicles/city equipment, managing athletic fields).
11. Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

12. Performs other related duties such as non-athletic activities, special events, and Splashpad duties as assigned.

REQUIREMENTS

1. Prior experience is preferred in park & recreation, physical education, horticulture, custodial, park management and/or related fields preferred.
2. Candidate must pass background check and pass a drug screen to be eligible to work.
3. Candidate must have an approved driving record to qualify to operate city vehicles and equipment.
4. Candidate must be available to work nights and weekends.
5. The job requires physical labor, and involves walking, running, lifting, and moving of items, including items of 50+ pounds.

The Parks and Recreation Assistant shall be an at-will employee of the City of Pinson, not a municipal officer. Said employment may be terminated at any time at the will of the City, and the City need not prove that any reason exists for the decision to terminate.

Note: This job description reflects the general duties and responsibilities of this position and is not interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Reports To: Parks and Recreation Director / Athletic Director