

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **Adaptive Recreation Program Assistant**

**Department:** Recreation, Parks, Historic and Cultural Affairs

**Pay Range:** \$13 - \$15/ Hourly

**Job Status:** Part-Time; Days, Evenings, and/or Weekends (20 Hours per week)

#### **JOB SUMMARY**

To assist the Program Leader with assigned duties during general programs and special events.

#### **ESSENTIAL JOB FUNCTIONS**

- Assists/helps the program leader with youth adaptive sports and other programs.
- Communicates and works effectively with the program leader and Adaptive Recreation Supervisor.
- Assists with loading and unloading equipment to program; driving to and from different program sites.
- Assists coach with modifying activities to meet the needs of the participants.
- Helps create a safe and inclusive environment for all participants.
- Must demonstrate the ability to follow the directions of the Program Leader and carry out such instructions in a safe and appropriate manner.
- Must assist with the supervision of participants of varying ages in programs, encouraging participation in activities and promoting appropriate interactions.
- Upon Program Leader's request, be willing to assist participants who may need one-on-one support.
- Must be able to take initiative and help the Program Leader with program preparations such as setting up, greeting participants/parents/guardians, decorating for an event, and/or serving refreshments.
- Must be able to respond to the needs of individuals with disabilities.
- Immediately reports all accidents and unsafe conditions to the Program Leader.

- Provides timely responses to phone calls, voice mails, and written materials, whether received by text, or e-mail.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Some experience with adaptive recreation programming. Experience working with individuals with disabilities.

### **Licenses or Certifications:**

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

### **Special Requirements:**

- None

### **Knowledge, Skills, and Abilities:**

- Interest and commitment in working with individuals with disabilities.
- Must have a basic knowledge and understanding of recreation programming for individuals with disabilities.
- Must be highly motivated in order to provide a quality experience for those participating in the program(s).
- Demonstrate dependability, promptness, and punctuality.
- Possess patience, maturity, and flexibility.
- Must have the ability to engage in activities requiring physical exertion.

## **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-35 pounds). Tasks also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

## **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*