

EMPLOYEES/PUBLIC:

Recreation Enhancement Assistant (Part-time), Recreation Enhancement

Classification: (No benefits offered)

Salary: \$13.00/hour

Responsibilities:

Performs a variety of tasks in support of any one of several Parks and Recreation Department adult and/or youth recreational and athletics programs including:

- setting up, organizing, and supervising recreational activities, athletics leagues, tournaments, events, and other indoor/outdoor recreational activities.
- assisting with the planning, preparation and supervision of games, crafts, field trips, open recreation play, summer camp, and other recreational activities.
- assisting staff by making needed equipment available and monitoring use;
- training and scheduling sports officials, may perform referee duties as needed for youth sports and may serve as a substitute referee for adult sports.
- performing cleaning duties to facilities and equipment in support of departmental activities,
- taking advance registration or reservations for facility use;
- facilitating evening and weekend rentals;
- providing routine information on facility rules and department activities to participants and the general public;
- participating in various activities with program participants;
- assisting with adult day/evening social programs, special events, and dances;
- performing unskilled clerical work, such as registration, filing, organizing,
- and other duties relating to conducting recreational activities.
- assisting in maintaining order in compliance with established rules;
- performing cash handling procedures, such as collecting fees for programs, services, or commodities, and maintaining related records;

Minimum Applicant Qualifications: Must possess a valid driver's license

Work Schedule: Recreation Assistants may be required to work various schedules to support day, evening, after hours, an/or weekend activities. Operation of mechanical equipment and/or the operation of motor vehicles is preferred, but not required for this classification. May work up to 32-hrs per week.

Please provide a current email address and telephone number for correspondence.

Must include copy of driver's license with application

Accepting paper applications: Until filled

**COMPLETE A PAPER APPLICATION AT:
WWW.CITYOFALEXANDRIALA.COM UNDER OUR EMPLOYMENT PAGE**

Completed applications may be submitted in one of the following ways:

- a. Hand delivery: Civil Service Department 3rd Floor, 625 Murray Street
Alexandria, LA 71301**
- b. Email: civilservice@cityofalex.com**
- c. Fax: (318) 449-5232**

**Civil Service Department Ph. (318)449-5030 Email: civilservice@cityofalex.com
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