

CITY OF CUMMING

DEPARTMENT OF RECREATION AND PARKS

Activities Assistant

An Equal Opportunity Employer and Drug Free Work Place

General Nature of Job

A full time, year round, position that assists in the day-to-day operations of the Recreation Department office and Dobbs Creek Recreation Center, as well as assisting with tasks for programs, athletics, and events. Performs work under supervision of the Program Coordinator with direction and guidance from the Administrative Assistant, Athletics Coordinator, Event Coordinator.

Examples of Work

Assist the Administrative Assistant (at main office), the Athletic Coordinator (at Dobbs Creek Recreation Center), the Program Coordinator, and the Events Coordinator in general office and event operations, including (but not limited to) answering phones, filing, registration, running reports, taking monetary payments, answering customer questions, setting up and breaking down for athletics or other programs/events, monitoring programs/athletic activities, manage equipment use.

Assist departmental coordinators in front office, programs, athletics, and events.

Assist with light to moderate office and recreation center maintenance, including vacuuming, dusting, mopping, dry mopping hardwood floors, cleaning up spills, light to moderate cleaning of restroom facilities, restocking of hygiene products and trash removal.

Enforce all rules and regulations set forth by the department.

Responsible for opening and/or closing by securing facilities each night.

Performs other duties as required.

Necessary Knowledge, Skills and Abilities

Skilled in typing, filing, record keeping, answering phones, greeting the public.

Basic computer knowledge for typing correspondences, records, forms, email, and building spread sheets.

Operation of Department's computer software—Active Net.

Ability to deal tactfully with the public.

Ability to understand and follow instructions.

Activities Assistant (Continued)

Ability to render aid if necessary

Ability to deal with conflict resolution and how to calm a situation.

General Recreation knowledge.

Exemplary attendance is required.

Minimum Qualifications

Must be 18 years old.

Must possess a valid Georgia Driver's License.

Must have transportation to get to work at different locations.

Work in a noisy and fast pace environment.

Must be able to work nights and weekends.

Must obtain and hold a current Adult and Child CPR, AED, First Aid certification from a nationally recognized and accredited organization.

Minimum Physical Requirements

Must be able to exert up to 100 pounds of force occasionally and 50 pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

FSLA Status: Non-Exempt

Classification: Entry Level

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

Revised 11/1/2023