

## Recreation Center Assistant

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Company: City of Roanoke, Virginia

Location: United States

Category: other-general

### About the Position:

#### Description

The City of Roanoke is seeking 5 Recreation Center Assistants to serve the Department of Parks & Recreation. This role will assist in planning and implementing adult and youth community based recreation programs, activities, and events.

Popular programming areas include , but not limited to arts and culture, fitness and wellness, specialty events, local tours, and day trips. Requires the knowledge and desire to work with the community. Must have the ability to build and maximize community relation and utilize effective communication (both orally and in writing). Example of duties include assisting with or leading programs, registration system management, overseeing facility usage, and researching new program ideas. Hours will vary depending upon program and rental schedules: includes days, evenings, and weekends.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assists in the planning, coordination and implementing of recreation programs.
- Plans program content and scope; sets goals and evaluates effectiveness.
- Purchases materials and supplies as requested and/ or required.
- Leads program activities, or community events; assist with registration process.
- Provides for the safe operation of city vehicles (transporting participants and maintenance) .

- Ensures the preparation of recreation centers and other facilities for use.
- Addressing customers complaints and assisting with issues.

### **EDUCATION and/or EXPERIENCE**

-Minimum requirements include combination of education and experience equivalent to high school graduation and possession of valid driver's permit issued by the Commonwealth of Virginia. Experience in recreation , leisure services, or an instruction based setting preferred.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia. First Aid and AED Preferred.

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