

JOB DESCRIPTION



Department	Athletics & Recreation
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Athletic & Recreation Program Assistant
Classification	Hourly/Non-exempt
Pay Range	\$15.00/hour

Job Summary

The Athletic & Recreation Program Assistant is a part-time, seasonal (summer) role within the Athletics & Recreation Department of the Village of Pleasant Prairie RecPlex. This position will assist supervisory staff in the planning, organizing, supervising, and evaluation of assigned recreation activities to provide a comprehensive experience in recreational programs and events for individuals and groups of all ages. This position will be scheduled 12 – 15 hours per week which will primarily require availability on weekends and/or evenings.

Job Duties

- Assists supervisory staff in the planning, organizing, supervising, and evaluation of assigned recreation activities.
- Acts as the Team Lead for Ball Field Maintenance staff and evaluates field conditions for playability.
- Assists in monitoring program registrations, scheduling of youth league games, and the recruitment of officials for various Athletics & Recreation programs.
- Assists with the set up and tear down for athletic leagues and tournaments.
- Participates in and may assist with scheduled in-service training and staff meetings.
- Contributes to a positive work culture, promotes teamwork, and provides excellent service to the community.
- Adheres to all Village, Department, and RecPlex rules, regulations, policies, standard operating procedures, and guidelines.
- Utilizes effective communication and collaborates with multiple departments of the recreation department operations.
- Performs other duties and special assignments as directed within the scope of the RecPlex Athletics and Recreation Department.

Physical Requirements

- Frequent public interaction requires the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Ability to work outside for an extended period of time, in wet or muddy areas, and able to tolerate fluctuations in temperature while performing duties and to work for long periods of time requiring sustained physical activity and concentration.
- Essential job functions of this position require a moderate amount of standing, walking, sitting, pushing, pulling, stooping, crouching, kneeling, reaching, climbing and lifting and carrying a range of weight up to 50 pounds.

Requirements - educational, certifications and experience

- Valid Driver's License
- High School Diploma or equivalent required.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Experience or familiarity with sports & recreation facilities and programs.
- Ability to obtain CPR/AED and Standard First Aid Certification upon hire.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, and the general public.
- Strong written communication skills and attention to detail for developing reports, correspondence, and organizational communications.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

The Village of Pleasant Prairie is an Equal Opportunity Employer.