

CITY OF FONTANA COMMUNITY SERVICES ASSISTANT

DEFINITION: Under supervision, perform duties in a variety of recreation programs that may include: Sports Programs (Pee Wee, Youth & Adult ages), Community Centers, Administration, Tiny Tot Program, Senior Services, and Special Events.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Assist in supervising and organizing recreation activities.
- Assist in monitoring program compliance with laws, rules, and regulations.
- Supervise children/participants at park site or facility; lead group activities.
- Distribute, monitor and maintain equipment and supplies.
- Collect and deposit fees for various programs.
- Assist in the implementation of goals and objectives; implement policies and procedures.
- Assist with special events, senior activities, pre-school activities, coaching/teaching team sports.
- Assist with field and facility maintenance.
- Provide information and referrals to program participants, school official and community groups regarding program being offered.
- Operate a computer and related software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged standing, sitting, walking on level or unlevelled and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. Incumbents may be required to lift, carry and/or push objects weighing 25 pounds or more. This position requires near and far vision for reading written documents and in the observation of participants during activities. Acute hearing is also required in providing customer service to public and /or assistance in facility, classroom, or outdoors.

EXPERIENCE AND TRAINING GUIDELINES

Experience: Preferred experience (paid or **volunteer**) including: working with youth, child care, teaching, public contact or other sports/recreational duties.

Licenses/Certifications: Possession of, or ability to obtain, CPR and basic first aid certifications required. A valid CA driver's license may be required for certain positions.