



TOWN OF SANTEE

194 Municipal Way | P.O. Box 1220 | Santee, SC 29142 | Ph: 803.854.2152 | Fax: 803.854.3233

Part -Time Recreation Assistant

Part time/Hourly/Non-exempt

Purpose of Classification:

The purpose of this classification is to assist with coordinating recreation, leisure and senior citizen, activities, and services.

Essential Functions:

Assists and/or is responsible for opening and closing of parks and facilities.

Ensures compliance of safety rules to maintain safe parks and facilities.

May serve as a work shift lead to support parks and facility daily operations including but not exclusive to safety, programs, concessions, admissions, or special events as needed to meet the goals of the department.

Supports Recreation Director with daily operating tasks.

Communicates effectively and professionally with program participants, community members and colleagues.

Assists with administrative responsibilities as assigned.

Assists with setup and breakdown of facilities in preparation for programming.

Represents the program positively and professionally throughout the community.

Keep accurate incident logs.

Practice good judgment by informing the Recreation Director of any unforeseen circumstances and reacting appropriately.

Participates in cross training opportunities.

The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Required Skills/Qualifications:

High School diploma or GED required; supplemented by one year of experience that shows and ability to maintain steady employment in any field; or any equivalent combination of education, training, or experience which provides the requisite knowledge, skills, or abilities for this job. Must possess and maintain a valid South Carolina driver's license.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (10 - 25 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Disclaimer:

The above job description is not an exhaustive list of all duties and responsibilities of the position and in no way is to be construed as a contract. As with all positions, employment is "at will" or voluntary on both the part of the Town of Santee and the employee. Employment is not for a set period of time and may be discontinued by either party for any reason with or without notice.

Equal Opportunity Employer:

The Town of Santee is an Equal Opportunity Employer

We consider candidates regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.