

**CITY OF RICHARDSON**

**JOB TITLE: RECREATION SUPPORT TECHNICIAN**

**APPROVED**

**DEPARTMENT:** Parks & Recreation

**CLASS CODE:** 09001

**EFFECTIVE:** 08/24/07

**CIVIL SERVICE:** NON-CIVIL SERVICE: X

**COMPETITIVE:** NON-COMPETITIVE: X

**EXEMPT:** NON-EXEMPT: X

**FULL TIME:** PART-TIME: X

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**JOB SUMMARY:**

Assist in supervising Recreation Center instructors, programs, and activities. Work evenings and/or weekends as needed. Perform other related work as required.

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**ESSENTIAL JOB FUNCTIONS:**

Assist in supervising instructors, programs, and activities of Recreation Center during assigned scheduled hours. Check out equipment to patrons. Keep attendance and class records during assigned shift. Utilize basic computer skills to enroll students in class programs. Add, subtract, and make change correctly. Provide basic information to patrons regarding all PARD activities. Supervise large groups, including children, both visually and audibly, to ensure health/safety standards are maintained and to assure orderly integration of all programs. Communicate courteously and effectively (in English), verbally and in writing, with patrons, the public, all other city employees, and officials. Sit and/or stand for long periods of time. Lift and carry boxes (up to 30 pounds) of garbage bags and/or recycling products to citizen's vehicle in adjacent parking lots. Perform minor maintenance duties, including, but not limited to, periodically ensuring cleanliness of building. Cope effectively with high noise levels. Work evenings and/or weekends as needed.

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**OTHER JOB FUNCTIONS:**

May be required to carry, push, pull, drag and/or hold objects up to 30 pounds (furniture or equipment).

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**REQUIRED EDUCATIONS, DEGREES, CERTIFICATES, AND/OR LICENSES:**

Completion of ninth grade required.

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**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:**

Must be a minimum of 16 years of age. Must have basic computer skills. Knowledge of equipment used in various games, sports, and other recreation activities preferred. Experience using Class software preferred. Must be able to work evening and weekend hours. Must have abilities to: deal courteously and effectively with other employees and the public, in person and by telephone; develop and maintain effective public relations; make effective decisions quickly; work effectively and maintain good working relationships in a small team environment, without close supervision; perform routine office/clerk duties; and represent the recreational facility appropriately by presenting a professional image of recreation, health, and fitness. Spoken and written English language ability required.