



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 976.1

Job Title: **RECREATION ASSISTANT**

Pay Grade: 6

GENERAL SUMMARY:

Assists in citywide recreation activities at neighborhood communities and regional recreation centers.

RESPONSIBILITIES:

- Assists in overseeing programs to achieve highly successful public participation.
- Instructs recreational classes and games.
- Assists in supervising in-house events as well as outside events.
- Opens and closes facilities.
- Assists in the set-up and decoration of center for special events, luncheons, dances, and other functions.
- Assists citizens with problems and responds to telephone inquiries.

GOLF COURSES

- Answers telephones and takes reservations for tee times from citizens.
- Monitors play and assists citizens with problems.
- Prepares golf carts for use and removes and returns them to storage shed before and after use.
- Performs minor maintenance tasks on carts such as checking tire pressure, tightening loose nuts and bolts, and checking battery fluid levels.
- Assists Superintendent in minor course maintenance tasks including operation of light maintenance equipment.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Three months of related experience are required.

SEASONAL AQUATIC EMPLOYEES:

KNOWLEDGE:

Requires at least 11 years of formal schooling. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

SPECIFICATIONS: (continued)

EXPERIENCE:

No experience is required.

COMPLEXITY:

Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Recreation Assistant
Recreation Specialist
Senior Recreation Specialist
Recreation Supervisor

Effective: October 1990

Revised: January 2015