



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: RECREATION ASSISTANT

DEFINITION: Under supervision, performs skilled recreation work requiring specialized recreational knowledges.

EXAMPLES OF DUTIES:

- Assists in the development and implementation of recreation programs;
- Assists in the coordination and implementation of service programs;
- Implements and directs specialized recreational classes for the community;
- Assists in the coordination of City funded and co-sponsored multi-service programs within an assigned geographic area;
- Prepares oral and written reports;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Two years of college from an accredited college or university with major course work in recreation, sociology, or a closely related field; ability to deal effectively with the public; ability to effectively communicate orally and in writing; ability to follow direction; availability to work an irregular schedule, including nights, holidays, and weekends; and a valid motor vehicle operator's license.

Relevant community recreation/service program work experience may be substituted for the required education on a year-for-year basis.

A first-aid certificate may be required prior to appointment.

HISTORY:

New classification established 09/01/84.

Approval/Adoption Dates: 09/01/84 – Human Resources Department