



**CITY OF GROTON
POSITION DESCRIPTION
PROGRAM ASSISTANT**

Position Title: Program Assistant
Department: Parks and Recreation
Reports To: Director of Parks and Recreation
Contract: Seasonal
Approved By: Mayor
Approval Date: January 26, 2023

SUMMARY

The Program Assistant, under the supervision of the Director of Parks and Recreation supervises activities/programs offered by the City of Groton Parks and Recreation.

ESSENTIAL FUNCTIONS AND DUTIES

1. Supervises recreational programs, organizes games, sports and other programs/activities.
2. Acts as the official and/or instructor in competitive sports such as basketball, soccer etc.
3. May provide instruction in the proper use of recreational or sports equipment.
4. Assists in all activities planned for the program.
5. Develops new and original ideas for recreational programming.
6. Promotes a professional and courteous image of the City of Groton.
7. Handles emergencies in the absence of the supervisor.
8. Maintains open communication with parents and their children.
9. Completes all tasks assigned by the supervisor.
10. Follows all safety rules and assists in maintaining a safe environment for members of the public.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of community recreation.

Background in athletics helpful.

Ability to develop and maintain effective relationships with co-workers, program participants and members of the general public.



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Ability to teach the basic knowledge of competitive sports or other recreational activities.

A basic First Aid certificate is preferred.

EDUCATION/TRAINING/EXPERIENCE

Experience in team sports and play activities.

Not less than two (2) years of formal education beyond high school relating to recreation leadership, physical education or other related fields.

Minimum of two (2) years in a supervisory capacity and/or a combination of training with specialization in recreation, administrative, physical education, group development or corrective theory.

PHYSICAL DEMANDS

While performing the duties of this position, the individual is frequently required to talk and hear; stand; walk; sit; squat; use hands to finger, handle or feel; reach with hands and arms. The individual may occasionally be required to lift up to twenty (20) pounds.

WORK ENVIRONMENT

The work is performed in a building, a pavilion or in the outside environment. The employee is exposed to the elements of the weather.

I have read and understand my position description.

EMPLOYEE'S NAME

DATE