



Town of Alton Job Description Parks and Recreation Department Recreation Assistant

Date: January 21, 2025

General Position Description: Works in the Parks and Recreation Department office, and provides assistance to the Parks and Recreation Director. Assists with creating and leading community programs and special events. Works with the general public. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: Works under the direct supervision of the Parks and Recreation Director.

Equipment Used: Computer, telephone, calculator, label machine, photocopy/fax/scanner machine, file cabinet, storage containers, Town vehicle, washer, dryer, shovel, broom, vacuum and hand tools.

Environment: Inside: 70% Outside: 30%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Fliers and Brochure design, layout, editing, printing, and distribution
2. Program and Special Event creation, design, leadership, and implementation
3. Program logistics- 5K Race, Craft Fair, Sports Leagues, Special Events
4. Process Registration Forms
5. Web Site Posting
6. Social Media
7. Data tracking and reports
8. Customer Service at Parks and Recreation office window
9. Training and Supervision of Volunteers
10. Type forms, signs, correspondence
11. Recreation Revolving Fund Ledger- deposits and expenses
12. Put letters on sign boards
13. Answer telephone, check messages, return phone calls and email
14. Management of shared calendars
15. Fill out deposit slips
16. Data Entry
17. File
18. Create Work Orders for Public Works Department
19. Attend committee and Town Department meetings
20. Attend Parks and Recreation conferences and meeting
21. Perform other duties as specified

Support: Provides support to the Parks and Recreation Director

Financial Data: Orders supplies, collects registration and rental fees, makes change from petty cash box. Completes deposit ticket for Town Treasurer.

Computer Operation: Computer operation is done on a daily basis using a variety of computer hardware and software programs.

Cognitive and Sensory Requirements:

- Vision: Corrected to 20-30 or a level which will enable the necessary vision to read instructions and documents.
- Hearing: Necessary for receiving instructions and for safety while working.
- Speaking: Necessary for communicating with employees, residents, and the general public.
- Taste and Smell: Necessary for detecting fumes and gases.
- Dexterity: Necessary for operating equipment, handwriting, and computer keyboard operations, etc.
- Mobility: Needed to walk around the Parks and Recreation office and garage and other municipal locations and elsewhere for other duties such as photocopying, errands, etc.

Physical Requirements:

Lift up to 10 pounds: constantly required.
Lift 11 to 25 pounds: frequently required.
Lift 26 to 50 pounds: occasionally required.
Lift over 50 pounds: rarely required. Assistance may be available.
Carry up to 10 pounds: constantly required.
Carry 11 to 25 pounds: frequently required.
Carry 26 to 50 pounds: occasionally required.
Carry over 50 pounds: rarely required. Assistance may be available.
Balancing: occasionally required.
Push/pull: frequently required.
Reach above shoulder height: frequently required.
Reach at shoulder height: constantly required.
Reach below shoulder height: frequently required.
Sit: six total hours per day.
Stand: one plus hours per day.
Walk: one plus hours per day.
Twisting: occasionally required.
Bending: occasionally required.
Crawling: rarely required.
Squatting: rarely required.
Kneeling: rarely required.
Crouching: rarely required.
Climbing: occasionally required.
Driving: frequently required.

Fine motor skills (hands, wrists, fingers, feet, toes, etc):

- Grasping: constantly required.
- Handling: constantly required.
- Torquing: occasionally required.
- Fingering: constantly required. Keyboards, hand tools, etc.
- Foot/feet: constantly required. Operating vehicle and equipment foot pedals, walking at office/garage, etc.
- Toes: rarely required.
- Controls and equipment: small hand tools, motor vehicles, office equipment, crafting tools, sports equipment, custodial equipment, telephone, etc.

Work Surfaces:

- Rough, wet, slippery terrain
- Carpet, concrete, asphalt, brick, linoleum, ceramic tile surfaces, etc.
- Dirt surfaces, trails, sand, beaches, rocks, etc.

- Office area, includes workstation with desk, computers and cupboards
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards
- All surfaces are at various heights
- Structure interior and exterior surfaces
- Non-structure interior and exterior surface
- Equipment and vehicle cab interiors and exteriors
- Grass, dirt, gravel, mud
- Rain, snow, sleet, hail, ice and flooded areas and surfaces
- Vertical and horizontal step surfaces

Summary of Occupational Exposures:

- May be exposed to cleaning chemicals, herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Most work occurs within the office setting.
- Some travel in a motor vehicle is required.
- May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office.
- When in the office, may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

Other Training, Skills and Experience Requirements: Experience with computers: Word, Excel, and Outlook. Able to write and send e-mail correspondence, data entry, filing, customer service. Ability to read and write. Physical ability to perform work required. Ability to establish and maintain effective working relationships with other employees. Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- Valid NH driver's license.
- High school diploma or GED.
- Bachelor's degree in Recreation Management or sports related field is preferred.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.
- Successful completion of a background check.

Schedule: Flexible schedule required to accommodate work load and season. Four days for ten hours per day or five days: Monday through Friday, 8am–4pm, weekends may be required seasonally. Possible overtime if and when needed or required and approved.