

POLICE ATHLETIC/ACTIVITIES LEAGUE ASSISTANT DIRECTORDEFINITION

Under general supervision, plans, organizes and conducts recreational and educational programs, activities and community events; assigns and leads the work of personnel involved in these functions.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Plans and supervises the design and implementation of recreational and educational programs at recreation centers and other facilities. Develops and implements after-school programs, teen activities, mentor programs, gang prevention curriculum, youth excursions, special events, cultural arts programs, leisure classes, and other related activities that meet the needs of a multicultural community. Plans, organizes, conducts and supervises tournaments, contests and sports programs. Reviews playground apparatus and makes recommendations regarding recreational facilities. Works with residents and community organizations to determine local recreation needs, and solicits assistance and support for recreational and educational programs. Recruits and selects part-time personnel; trains, evaluates and corrects the performance of subordinate personnel. Assists in developing and implementing training for subordinate staff and volunteers. Maintains attendance, activity and employee performance/discipline records. Assists in evaluating effectiveness of programs and advises staff on methods of improvement. Analyzes staff, equipment and material needs. Prepares purchase requisitions; orders and distributes supplies. Writes letters, reports and other documents; assists with proposal writing for outside funding and award applications. Prepares bulletins, work and activity schedules, publicity materials, rosters, and attendance reports. May give oral presentations. Actively participates in Total Quality Service processes. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is one of a team of Recreation staff under the direction of the Police Athletic/Activities League Director. The employee may be responsible for all or part of various citywide recreation and prevention programs. This class is distinguished from Recreation Supervisor by the complexity and responsibility of assignments given and is comparable to Recreation Program Coordinator in that both classes have responsibility for certain aspects of various recreational activities, programs, or special events.

RECOMMENDED BASIC QUALIFICATIONS

Education and experience equivalent to two years of recent experience in progressively responsible municipal recreation work, one of which must have been at the coordinator level, and two years of coursework at an accredited college or university with a degree in recreation, physical education, sociology or a related field with a specialization in event planning, public relations or marketing; or any equivalent combination of experience and education, which provides the knowledge, skills, and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: recreational, educational and prevention programs and effective strategies, including teen programs; recreational sports activities and programs; first aid methods and safety practices.

Some skill in: teaching and maintaining interest and order in a classroom setting; intervening into early gang-related problems; conflict resolution.

Ability to: design, implement and coordinate events, recreational, educational and prevention programs, especially for teens, parents and families, and at-risk youth; train and supervise the work of subordinates; express ideas effectively orally and in writing; collaborate effectively with other City departments and outside agencies; establish and maintain effective working relationships with other employees, civic organizations, community leaders, schools, parents, special interests groups and the public.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class "C" Driver's License is a condition of employment.

SPECIAL WORKING CONDITIONS

Willingness and ability to work evenings, weekends and holidays.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are well organized, enthusiastic professionals who possess initiative, good judgment and creativity. Dynamic leaders with outstanding interpersonal skills, these individuals motivate others to participate in programs and work well with people of all ages and cultural/economic backgrounds. These individuals can inspire and guide employees to high levels of service, effectively train employees and volunteers, and can enlist broad community support and involvement.

Class title established per Council Resolution No. 2007-045
effective 07/01/07

Class specification prepared and approved 9/07

Reviewed: 6/08
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