



City of New Albany

Position: Program Assistants

Department: Parks & Recreation Department

FLSA Status: Part-time / non-exempt

The City of New Albany is accepting applications for part-time program assistants to work at Silver Street Park (sports facility). The incumbents will report directly to the Assistant Parks Director. The incumbents' schedules will be based on an operating schedule set by the Parks and Recreation Department to include both weekend and night work.

Knowledge, Skills, and Abilities Required:

- Knowledge of administration principles of recreation and supervision
- Supervisory knowledge of how to organize for whiffle ball, kickball, baseball, softball, basketball, volleyball, soccer, tennis and other sports leagues and tournaments
- Knowledge of facilities and equipment needed in a broad recreation program
- Working knowledge of office practices, procedures, file maintenance, and record keeping systems
- Basic math and ability to handle cash accurately
- Appropriate business writing; correct English grammar and spelling
- Interact in a professional and courteous manner while supervising youth and adults

Duties and Responsibilities:

- Program assistants will be responsible for coordinating quality recreational and leisure programs and activities
- The incumbent will assist in organizing and coordinating special events, assist in providing services for the community, sports tournaments, and other community projects
- Supervise a staff of part-time recreation employees; supervise adult and youth sports leagues
- Maintain equipment, and coordinate the use and maintenance of fields, courts, and facilities
- Provide assistance to the Parks Director and the Assistant Parks Director
- Performs miscellaneous accounting functions to include collection of money, bank deposits, and reports
- Will handle problems and maintenance issues as they arise at the facility
- Assists in maintaining cleanliness of the park and facilities as needed
- Performs other duties as requested

Physical Requirements:

- Tasks require sound perception and discrimination as well as visual perception and discrimination
- Tasks involve some physical effort, i.e. some standing, walking, and frequent light lifting (5-10 lbs.); infrequent moderately heavy lifting (20-50 lbs.); minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment.
- Some tasks may involve extended periods of sitting, standing and walking

Please apply in person at the Silver Street Park administrative office or via email at parks@cityofnewalbany.com.

