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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : RECREATION ASSISTANT
Code: 330017 OKR
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Competitive

GENERAL STATEMENT OF DUTIES

Assists the recreation supervisor in the planning and execution of various types of school recreation programs; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the duties require planning and implementing a variety of recreational programs.

TYPICAL DUTIES

1. Assists in the planning and execution of various types of school recreation programs.
2. Provides leadership and assists in the conduct of school recreation programs such as bicycle hosteling, crafts and athletic programs.
3. Keeps records, make periodic reports, and prepares program announcements and schedules.
4. Attends staff meetings as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the organization and conduct of athletic contests, games and sports.
2. Ability to express ideas clearly and concisely, orally and in writing.
3. Ability to establish rapport with children.
4. Ability to keep records and prepare activity reports.

MINIMUM QUALIFICATIONS

Training and Experience

Completion of two years of college with courses in recreation or physical education
or

Graduation from high school
and

Two years of experience in the conduct of recreation activities.

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