RECREATION FACILITY ASSISTANT

General Statement of Duties

The purpose of this position is to manage the daily operations of the Recreation and Events Center and Ivey M. Redmon Sports Complex for events, tournaments, etc. This position will involve working some evenings and weekends.

Distinguishing Features of the Class

Employees in this class perform a variety of administrative and facility specific tasks. Responsibilities include ensuring compliance with all applicable policies, procedures and regulations to meet the vision set forth by the Parks & Recreation Department and supervising staff to ensure effective and efficient facility operations. This position will involve working hours that include evenings and weekends based on the facility's calendar. This position works independently. Work is performed under the regular supervision of the Recreation Facility Manager and is checked by observation and by reports.

Illustrative Examples of Work

Oversees the daily operations of the Recreation & Event Center and Ivey M. Redmon Sports Complex to ensure staffing and facilities are available to for coordinated events and programs.

Supervises the work of the temporary facility staff. Responsibilities include recruiting, orienting, training, directing and planning work of others; performing performance evaluations; allocating personnel; and making recommendations on employee transfers, promotions, and discipline.

Ensure rentals agreement compliance. Rentals include (but not limited to) activities, sports tournaments, banquets, etc.

Monitors the facility's cleanliness and functionality throughout the day to meet established expectations.

Oversees the scheduling and operations of indoor concessions with the responsibility of inventory management, stocking, sales and operations.

Receives and reviews various records and reports including but not limited to maintenance reports, incident and accident reports, timecards.

Prepares a variety of documents including but not limited to; work requests, monthly reports, performance appraisal; various other records, reports, memos and correspondences.

Interacts and communicates with various groups and individuals such as the immediate supervisor, other department personnel, subordinates, board members, civic / community organizations, school groups, government agencies, contractors, consultants, volunteers, program participants, business leaders, news media and the general public.

Performs other duties as may be assigned to meet organizational needs.

Knowledge, Skills, and Abilities

Considerable knowledge of office practices and procedures. Knowledge of computer, fax, scanner, calculator, drafting instruments, camera and copier.

Considerable knowledge and ability to use correct grammar, vocabulary, and spelling.

Knowledge of the philosophy, principles, techniques of public recreation and administration.

General knowledge of various media & marketing techniques.

Working knowledge of arithmetic and its uses in general office work.

Ability to communicate effectively in person by telephone, and electronically.

Ability to be tactful and courteous.

Ability to gather and compile materials from a variety of sources.

Knowledge of the types and uses of common hand tools, materials, and standard equipment used in general custodial and grounds, maintenance.

Ability to understand and carry out oral, written, and electronic instructions.

Ability to lead, direct, instruct and train subordinate staff and other support personnel.

Ability to interact with individuals beyond giving and receiving instructions.

Must be able to display the ability to remain calm, flexible, and adaptable in stressful situations.

Ability to establish and maintain positive customer-focused relationships with external agencies, customers, clients, as well as the general public.

Ability to establish and maintain positive and respectful relationships with all internal and external town employees.

Must demonstrate the ability to understand, practice, and provide positive customer experiences.

Ability to enter data, key, or type at an acceptable speed.

Ability to display and use good judgment on a daily basis.

Physical Requirements

Must be able to physically perform the basic life operational support functions of standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 50 pounds of force occasionally and/or a 20 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must be willing and able to perform manual tasks involving physical strength and endurance under variable weather conditions.

Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, proof read materials, and do extensive reading.

Desirable Education and Experience

An Associate's degree in Business or Recreation related field, with recreation, programming, facility management, or supervisory experience; or an equivalent combination of education and experience.

Special Requirements

North Carolina class C driver license.

Fair Labor Standards Act (FLSA) Status

Non-exempt

2025