

# **BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**ATHLETIC ASSISTANT  
PARK AND RECREATION**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform various tasks for pre and post events and provide support to the athletic staff.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific duties and responsibilities does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

- Stay abreast of all departmental service areas, programs, events and activities to successfully relay information from full time staff
- Receive and relay information to both internal and external customers.
- Supervise practices and games within facilities.
- Answer phones, take and communicate messages, provide customer information and direction as needed.
- Perform room and shelters setup and breakdown, arranging tables, chairs, podium and audio-visual equipment used for meetings and events
- Resolve customer conflicts and/or forward for proper resolution.
- Oversee facility use during designated times.
- Perform duties to maintain facility cleaning and tidiness standards at all times including but not limited to light building janitorial work and outdoor facility cleanup
- Possess the ability to operate light machinery such as a Toro Workman or John Deere Gator ATV
- Possess the ability to drag and line baseball/softball fields, line football fields, and prep sports fields or facilities for various types of sports
- Other duties as assigned

## **ADDITIONAL FUNCTIONS**

- Provide event support for other Parks and Recreation Division service areas.
- Periodically assist and/or substitute for athletic staff and other coordinators as needed.
- Periodically serve as customer relations liaison to other organizations and county departments.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED preferred; previous experience preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Knowledge and level of competency commonly associated with some experience the job in a similar position or occupational field.

## **KNOWLEDGE REQUIRED**

- Knowledge of the basic principles and practices of public recreation

- Basic knowledge of recreational trends as they relate to customer service and customer relations.
- Good knowledge of acceptable safety principles and practices relative to recreation programming.
- Strong knowledge of county and departmental policies, procedures, and practices.
- Basic knowledge of all laws relative to the service area.
- Strong working knowledge of common office applications to include Microsoft word, excel, power point, etc.

## SKILLS REQUIRED

- Skills in interpersonal relations and conflict resolution.
- Skills related to quality customer service and customer relations
- Skills in the operation and maintenance of recreation equipment and facilities
- Oral and written communication skills to relay internal and external messages

## SUPERVISOR CONTROLS

The Director of Parks and Recreation has ultimate supervisory responsibility over this position. The position reports directly to the Athletic Coordinator and the Assistant Director and Maintenance Coordinator/Director is responsible for assigning work and general instructions for specific tasks including limitations, deadlines, as well as results expected. Completed work is checked for compliance, accuracy and the nature and effectiveness of the final result.

## PERFORMANCE APTITUDES

**Guidelines:** This position will act in accordance with departmental and county rules, regulations, policies and procedures. Additional guidelines include GRPA, NRPA, GHSA, NAYS, all sports sanctioning authorities, American Red Cross, American Heart Association, etc. Guidelines require ongoing interpretation and judgment for acceptable application.

**Complexity:** The work consists of varied and non-routine duties associated with customer-based services. The numbers of customers, programs, activities and participants contribute to the complexity of the work.

**Scope and Effect:** The purpose of this position is to facilitate the ongoing provision of quality customer service and effective supervision of all parks and recreation department activities. Successful performance contributes to the quality of community life and organizational effectiveness.

**Personal Contact:** Contacts are typically with co-workers, representatives of professional organizations, volunteers, parents, program participants, officials, and the general public.

**Purpose of Contacts:** Contacts are typically to give information, receive information, exchange information, establish customer relations and resolve conflict.

**Physical Demands:** The work is typically performed while sitting, standing, walking, bending, crouching or stooping and be able to work in various types of weather. The employee may be required to lift heavy objects, climb ladders, and use tools and equipment requiring a high degree of dexterity.

**Work Environment:** The work is typically performed in an office and at outdoor facilities where the employee may be exposed to dirt, noise, dust, machinery with moving parts, heat exposure, contagious or infectious diseases, irritating chemicals and occasional inclement weather. The work may require the use of certain protective devices such as masks, ear plugs, goggles and gloves.

**Travel Required:** Irregularly between Parks and Recreation facilities and County Administration

## **ADA COMPLIANCE**

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Banks County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.