

CITY OF GRANGER JOB DESCRIPTION

TITLE: Recreation Assistant
REPORTS TO: Parks and Recreation Director
STATUS: Part-time
DATE: April 2026



SUMMARY DESCRIPTION:

The Recreation Assistant provides supervision and setup of facilities, and supervision and instruction to participants associated with Parks and Recreation Department programs during evenings and weekends.

DUTIES AND RESPONSIBILITIES:

1. Supervises program participants and facilities during Parks & Recreation Department activities.
2. Performs general equipment setup and tear down, maintenance, and housekeeping duties at facilities as needed.
3. Solve basic problems and/or complaints that arise.
4. Enforces user policies at parks and facilities.
5. Provides final on-site decisions interpreting program rules for consistent application.
6. Responds promptly to incidents and/or accidents, providing leadership and direction. Completes incident/accident reports.
7. Provides clear communication and updates to the Parks and Recreation Director in case of inclement weather or emergencies.
8. Performs other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Utilize a prominent level of conflict resolution skills with staff, community members, and all stakeholders.
2. Act in solving problems while showing judgment and a systematic approach to decision making.
3. Display honesty, trustworthiness, dependability, and respectfulness always.
4. Work efficiently and safely with little direct supervision.
5. Display willingness to listen and learn. Ask for clarification as needed.
6. Interact effectively, professionally, and tactfully with the public.
7. Establish clear, open-minded, trustworthy, bias-free, and customer-focused communication to ensure a welcoming and inclusive environment.
8. Uphold the Granger Parks & Recreation Mission Statement with integrity and professionalism.
9. Attentive to the City's and the Department's standards for customer service, accuracy, quality, efficiency, and all City and Department policies and procedures, ensuring that all work performed meets those standards.
10. Ability to understand and follow oral and/or written policies, procedures, and instructions.
11. Ability to operate a personal computer using standard or customized software applications

- appropriate to assigned tasks.
12. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
 13. Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
 14. Perform the essential functions of the job with or without reasonable accommodation.
 15. Ability to deal professionally and courteously with the public and staff.
 16. Ability to communicate with children, staff, parents, and the public in general.
 17. Ability to exercise good judgment and common sense in any given situation.
 18. Ability to walk, stand, climb, stoop, talk, hear, grasp, and lift (50 lbs.) in any given situation.
 19. Be responsive to visual and verbal alarms and other indications of distress.
 20. Able to walk and stand for extended periods of time on different surfaces, including walkways, trails, stairs, and undeveloped areas.
 21. Able to effectively communicate orally (in person and over the telephone and in writing using electronic devices and handwritten materials) in English with other employees, businesses, and community members.
 22. Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
 23. Position requires travel within the city, which imposes common travel hazards.
 24. Standard work hours will vary from 0 to 20 hours per week to meet the needs of the department and will include evenings and weekends.
 25. To successfully fulfill the essential functions of this position, employees must be present at the assigned location.

QUALIFICATIONS:

1. Minimum age 18.
2. Be comfortable working in proximity with patrons of all ages.
3. Must have valid CPR, First Aid, and AED Certifications or the ability to obtain within 6 months of employment.
4. Flexibility in scheduling to meet all required duties and responsibilities.

Please send your job application and resume to:

City of Granger

PO Box 333

Granger, IA, 50109

or email to avandrimmelen@grangeriowa.org. Applications can be obtained at www.grangeriowa.org or at City Hall. Accepting applications until position is filled.