



## **City of St. Johns Recreation Summer Programs Assistant Job Description**

### General Summary

Under the supervision of the Recreation Director and Recreation Programmer, the Program Assistant will assist in planning, directing, and conducting daily operations of the summer camp.

### Qualifications

Must have the ability to work effectively with children and adults, strong interpersonal and communication skills, basic computer processing skills, including MS Office and Google Docs, and have valid Driver's License. **Must pass a background check.**

### Essential Job Functions

- Coordinate and direct recreation programs for all age groups including, but not limited to, youth summer recreation programs, adult softball and sand volleyball leagues, and adult tournaments
- Instruct and/or supervise various recreation programs and classes
- Assist with maintenance and repair of athletic facilities
- Maintain database records and inventory supplies

### Desired Knowledge, Skills and Abilities

- Knowledge of recreational sports and activities
- Knowledge of facility operations and general maintenance
- Ability to maintain adequate public relations among area residents

Salary - \$9.87

### How to Apply

Send cover letter and resume via e-mail to [bschafer@stjohnsmich.com](mailto:bschafer@stjohnsmich.com) or fax 989-224-2204 Attn: Bill Schafer

### Start Date

May 20, 2021

The City of St. Johns is an equal opportunity employer.