

Programs Assistant

Reports to: <ul style="list-style-type: none"> • Programs Supervisor 	Classification: <ul style="list-style-type: none"> • FLSA: Non-exempt • Regular Part-time; Seasonal
Pay Grade Level: 1S	Directs: <ul style="list-style-type: none"> • None
Summary: Coordinates and supports assigned activities and programs under the direction of the Programs Supervisor.	
Essential Job Functions: <ol style="list-style-type: none"> 1. <i>Instruction:</i> Provides instruction or supervision of recreation programs; Ensures proper coverage and supervision of recreation programming. 2. <i>Rules and Regulations Enforcement:</i> Observes and enforces all rules and regulations pertaining to both staff and program participants. 3. <i>Programming:</i> Works with the Program Supervisor in developing and implementing a variety of activities to meet the needs of the District's residents. 4. <i>Reception:</i> Welcomes, greets, and assists program participants. 5. <i>Data Collection and Analysis:</i> Prepares data on program participation, activity success, and program satisfaction. 	
Minimally Required Job-Specific Knowledge, Skills and Abilities: <ul style="list-style-type: none"> • <i>Programming:</i> Foundational knowledge of adult, youth, and teen programming. • <i>Software Applications:</i> Foundational knowledge of Microsoft Office applications, database and applicable Internet applications. • <i>Customer Service Skills:</i> Advanced customer service skills. • <i>Cultural Engagement:</i> Foundational knowledge of techniques and approaches to foster an enterprise-wide culture of diversity and inclusion to promote the District's culture in achieving business results. • <i>Organizational Communication:</i> Foundational knowledge and skills in organizational communication strategies to increase impact of communications and employee engagement of internal programs, changes and experiences. • <i>Judgment:</i> Foundational knowledge of and proven ability to make timely critical decisions based on analysis of the information presented from ambiguous or conflicting situations or when there is an associated risk. • <i>Relationship Management:</i> Foundational skills in leveraging effective working relationships and influencing key stakeholders in support of business goals. Ability to mend and reinforce broken or strained relationships. • <i>Business Acumen:</i> Foundational knowledge of the business structure, operations and key leaders to understand points of connection, alignment, standards and processes. • <i>Communication:</i> Advanced oral and written communication skills using different forms of media. Ability to translate complex concepts to individuals at all levels. • <i>Organization, Planning and Multi-tasking:</i> Advanced organizational and planning skills. Proven ability to set priorities, meet deadlines and multi-task with minimal supervision. Proven ability to coordinate activities. • <i>Self-Management and Teamwork:</i> Ability to work independently or as a member of the team, ability to be detailed-oriented and consistently accurate, ability to manage stress effectively in a fast-paced environment, and ability to quickly learn new systems, processes and procedures. • <i>Confidentiality:</i> Proven ability to maintain confidentiality on work-related issues. 	
Minimally Required Education, Training and Experience: <ul style="list-style-type: none"> • First Aid, CPR, and AED certification 	
Other Information: <ul style="list-style-type: none"> • If required, must be willing to work irregular hours and at various intervals, including weekends, holidays, and evenings • Adheres to all applicable safety and security guidelines and standards • Uses cellular and desk phone, laptop or desktop computer • Ability to push, pull, lift and maneuver up to 25 lbs. • Must pass a drug screening test, criminal background check and credit check • Possesses and maintains a valid Texas driver's license and acceptable driving record 	

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.