

**Job Title:** Recreation Assistant

**Pay Rate:** \$16.10 - \$26.46/hr.

**Grade:** Grade 2 - 4, DOE

**Department:** Recreation

**Immediate Supervisor:** Recreation Director

**Date Revised:** June 24, 2026

---

### **Position Summary**

Under the direction of the Recreation Director, the Recreation Assistant is responsible for assisting with planning, developing, coordinating, and supervising recreation gym & youth center, events, and athletic programs for the City of Craig Recreation. This position has the opportunity for professional growth.

### **Specific Duties**

- Assist in developing, organizing, scheduling, and supervising all events and activities sponsored by the City of Craig Recreation including but not limited to the Community Garden and beautifying the Community Flower Baskets, Annual Farmers and Craft Markets and Bazaars, Fourth of July Festivities, Harvest Festival, Salmon Social and gym activities.
- Recruit volunteers, increase participation, and enhance community experience.
- Assist in promoting and designing marketing materials for programs and events through several different media including social media, newspaper, and radio.
- Supervise the after-school program, camps, field trips held by the City of Craig
- Help volunteers to use recreation facilities including, but not limited to, key check-out and return at Craig City Hall.
- Ensure recreation facilities are maintained and kept clean and orderly.
- Provide clerical support including organization and maintenance of program/event registration, answering telephone calls, and maintaining correspondence with other organizations and the general public regarding use of facilities.
- Help coordinate and set up tables, sports equipment, chairs, and bleachers for any classes, programs, and events taking place in recreation facilities.
- Frequently perform safety checks in facilities to eliminate hazards and ensure complete safety of patrons.

- Perform light janitorial tasks such as sweeping, mopping, and cleaning restrooms
- Perform other duties as required.

### **Qualifications**

- Must be 18+ years of age
- Must be available afternoons, weekends and possibly evenings.
- Must have a valid driver's license
- Must have good knowledge of youth sports and community recreation and be able to work well with the public.
- Background check required.
- Must pass a pre-employment drug screening and background check prior to employment with the City of Craig.

### **Supervision**

The Full-time Recreation Assistant works under the general supervision of, and is responsible to, the Recreation Director.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals

with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

**Position & Benefits**

This is a full-time, hourly position with the City of Craig. Full medical, retirement, and leave benefits apply as defined in the City of Craig personnel manual. The City of Craig is an Equal Opportunity Employer.

*Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.*

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director**

\_\_\_\_\_  
**Date**