



*The City Beautiful*

**City of Coral Gables  
Job Description**

**Job Title:** Special Project Program Assistant      **Prepared Date:** 12/15  
**Department:** Community Services/Parks              **Approved By:** HR/CM  
**Classification:** Part-Time  
**Pay grade:** \$11.05  
**FLSA:** Non-Exempt



**Summary**

Special Project Program Assistant will be assigned to the Special Project Division at the War Memorial Youth Center.

This part-time position is under the supervision of the Supervisor or Assistant Supervisor or his/her designee. This position is responsible for ensuring 100% customer satisfaction. Employees in this position will conduct and participate in activities, field trips, and special events for children in the after care setting as instructed by the Supervisor.

The Special Project Program Assistant will be called upon to assist the Special Project Coordinator in coordinating and implementing a variety of event activities and providing information on recreation events and activities and assist in the cleanliness and maintenance of the facility of assignment.

**Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Provide exceptional customer service in person and over the telephone.

Interact and communicate efficiently with vendors, city personnel, and patrons.

Assist the Special Project Coordinator with programming of events and games.

Research ideas, prepare supplies and equipment for programs.

Prepare site, equipment and/or materials for recreational activities, and special events.

Observe, enforce and comply with all policies, rules, regulations, laws and ordinances of the facility, the department and the City of Coral Gables.

Maintain order and discipline of facility patrons and ensure that all safety precautions are observed and followed.

Maintain supply and equipment inventory control. Issue, receive and oversee the use and care of recreation and/or facility supplies and equipment.

Assist in the maintenance and cleanliness of the Facility Park and equipment.

Administer basic first aid as required and prepare and complete required paperwork related to first aid.

Attend all staff meetings, trainings and other functions as required by Supervisor.

Performs other related tasks as required.

## **Knowledge, Skills, and Abilities**

Knowledge of community recreation. Knowledge of the techniques, rules and equipment used in a variety of recreational activities and games.

Ability to work effectively, compassionately and creatively with the general public. Ability to project a positive attitude over the telephone. Ability to work within a team environment giving direction when needed and following the direction of others as required. Ability to work independently. Ability to prioritize and multi-task. Ability to work nights, weekends and holidays including Fourth of July.

Ability to understand and follow oral and written instructions. Ability to express ideas and directions clearly and accurately. Ability to keep records and prepare reports. Ability to resolve disciplinary problems. Ability to establish and maintain effective working relationships with the general public, co-workers, patrons, and supervisors.

## **Physical Requirements**

Work may be performed both indoors and outdoors. Exposure to extreme temperatures, extreme sunlight, noise, heights, dirt, dust and potentially hazardous chemicals is common. Work may be performed on uneven surfaces. While performing the essential functions of this position, the employee must be able to lift, carry and/or push articles weighing up to 50 lbs.

The employee is frequently required to stoop, bend, kneel, crouch, stand, walk, sit and reach with hands and arms. Must have use of hands to finger, handle or feel and/or operate objects, tools or controls. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact. Must be able to read, write and communicate in English. Must have ability to see, read, talk, and hear.

Physical capability to effectively use and operate various items of equipment; such as but not limited to a personal computer, calculator, copy machine and fax machine. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Minimum Education and Experience**

Minimum age of 17 years with High School diploma or equivalent.

Previous experience with recreation facility and events.

Certification in approved first aid & CPR course, preferred.

Valid Florida Driver's license