



## Recreation Assistant

Phoenix Job Corps Center  
518 S. 3<sup>rd</sup> St.  
Phoenix, AZ 85004  
<https://phoenix.jobcorps.gov/>

Reports to the Recreation Supervisor and is an hourly, non-exempt position. Directs trainees in leisure-time recreation/non-vocational activities and leadership programs. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

### Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Assists in organization and implementation of the recreation/ non-vocational programs and leisure-learning activities and programs, encouraging trainees' participation.
- Orders and issues materials, supplies, films and game equipment upon supervisor's review and approval.
- Develops and operates weekly contests and tournaments.
- Assists in center-sponsored trips and events.
- Coaches intramural and/or varsity teams engaged in on- and off-center activities.
- Assists trainees in fitness and weight training programs.
- Assists trainees in various recreational clubs such as poetry, drama, talent shows, etc., and other creative activities, such as arts and crafts.
- Helps train students in recreation and non-vocational aide program.
- Ensures that all programs comply with DOL requirements.
- Attends required staff training sessions.
- Cultivate and maintain a climate on center that is free of harassment, intimidation, and disrespect in order to provide a safe place for staff and students to work and learn.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Performs other duties as assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

### Education and Experience Requirements:

- Associate degree in work-related field
- One year of experience working with youth.
- Prefer experience in a recreation/non-vocational program.
- Valid driver's license in the state of employment with an acceptable driving record.

**Additional Requirements:** Knowledge of a variety of recreation/non-vocational activities. Must obtain and maintain valid CDL with passenger transport endorsement. Ability to obtain and maintain CPR/First Aid certification. Ability to communicate effectively and relate to trainee population. Ability to inspire and motivate trainees. Excellent communication skills, both oral and written. Position requires an ability to operate office equipment. In addition, individual must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves frequent sitting, standing, walking, bending, stooping, carrying, running and driving. Occasionally position involves climbing, pushing or pulling, squatting and lifting up to 50 pounds. Applicant must be able to see, hear, and speak.

**Environmental Demands:** Position requires ability to spend 85% of work time outside and 15% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in high temperature settings during the summer months; and ability to work in low temperature settings in winter months.