

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 001062  
Grade S-3**

**RECREATION ASSISTANT III**

**DEFINITION OF CLASS:**

This is recreation work providing direct leadership in a recreation program or a seasonal recreation facility. An employee in this class may supervise a small specific function within a recreation program or may serve in a specialized capacity requiring specific skills, training, or experience. Supervision of other employees or volunteers may be required.

Work is performed under the supervision of a higher level employee and is reviewed through conferences and observation of performance or completed assignments.

**EXAMPLES OF DUTIES: (Illustrative Only)**

**Assistant Center Director**

- Directs multiple activities at a small recreation center; assists a Community School Director, Gym/Field Supervisor, or Senior Club Director.
- Participates in the instructing, planning, and organizing of programs at a center or facility.
- Maintains discipline and ensures safety standards are followed for such programs as sports, special classes, special events, crafts, drama, music, arts, and dance.
- Performs related duties as required.

**Assistant Camp Director**

- Instructs, leads, and supervises camp-related activities.
- Performs administrative tasks such as scheduling and record-keeping as required.
- May be responsible for supervising recreation activities such as music, sports, crafts, special trips, first aid, and swimming.
- Performs related duties as required.

**Sports Director**

- Organizes and directs the sports program at a small sports facility.
- Provides leadership for such sports as basketball, soccer, football, softball, etc.
- Performs miscellaneous duties such as crowd control, maintaining team standings and records, posting scores, resolving disputes, obtaining officials, officiating at school games, and preparing the facility for use.
- Performs related duties as required.

**Assistant Special Interest Programs Coordinator**

- Coordinates class programs in such fields as arts and crafts, dance, exercise, and special interests.
- Collects and accounts for fees, ordering supplies, registering participants, and publicizing recreation programs.
- Performs related duties as required.

**Technical Assistant**

- Provides technical and artistic assistance in the performing arts program.

- Designs and produces theater arts programs and/or assists in activities involving artistic and related aspects.
- Works on sets, costumes, production management, etc.
- Performs related duties as required.

#### **Performer/Instructor**

- Performs, teaches, or is a specialist in a performing arts discipline; works with multi-faceted performing arts program.
- Teaches classes and workshops, providing an intermediate level of instruction.
- Performs related duties such as providing artistic designing services for ensemble company, touring programs, arts and theater camps, and musical programs.
- Performs related duties as required.

#### **Lifeguard**

- Supervises patrons during recreational swim periods.
- Enforces health and safety rules and regulations; rescues bathers in distress, and administers appropriate assistance.
- Performs maintenance and cleaning duties.
- Performs related duties as required.

#### **Swim Coach**

- Conditions swimmers and teaches competitive fundamentals.
- Works with parents' groups.
- Prepares for and attends swim meets and maintains appropriate team records.
- Performs related duties as required.

#### **Swim Instructor**

- Teaches swimming and/or diving lessons at all skill levels to children and adults.
- Performs related duties as required.

#### **Therapeutic Recreation Assistant**

- Under the direction of the Therapeutic Recreation Manager or Recreation Specialist, assists with program execution by performing such tasks as demonstrating proper exercise techniques, coordinating classes, ordering supplies, and publicizing the program.
- Performs related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the rules, principles, techniques, and equipment applicable to recreation programs or activities to which assigned.
- Ability to complete required training successfully, as appropriate.
- Ability to plan and direct recreation activities, and to teach others, as required.
- Ability to supervise others.
- Ability to exercise tact and judgment, to maintain order and discipline, to assure the safety of program participants, and to develop and maintain good relations with participants and the community, who may be of diverse ages, cultural and ethnic groups, and socio-economic levels.

### **MINIMUM QUALIFICATIONS:**

**Experience:** Three hundred (300) hours of relevant work experience as a leader or instructor in one or more specialized recreation activities.

**Education:** Ability to read and write.

**Equivalency:** None.

**SPECIAL MINIMUM QUALIFICATIONS:**

- **Performer/Instructor:** Artistic talent and skill as may be demonstrated through an audition.
- **Lifeguard:** Minimum age: Fifteen (15) years. Valid Lifeguard Certificate from the American Red Cross or Y.M.C.A. Must pass a water test.
- **Swim Coach:** Experience as a swim instructor; or experience as United States Swim competitor or coach.
- **Swim Instructor:** Water Safety Instructor Certificate or previous swim teaching or coaching experience.

**NOTE:** Aquatics program positions may require additional training and/or certifications offered by the Department of Recreation.

**License:** Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

**MEDICAL EXAM PROTOCOL:** Medical History Review. Aquatic positions require a Medical History Review with a Drug/Alcohol screen.

**Class Established:** March, 1977

**Revised:** November, 1990

April, 2012

March, 2013

August, 2013

January, 2016

**Formerly Titled:** "Recreator III"; "Recreation Leader II"