

City of Stockton

SENIOR RECREATION ASSISTANT

DEFINITION

Under general supervision, provides direction to paid and volunteer staff, assists in and performs complex work related to the development of City recreational programs to meet community needs; and performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead level class in the Recreation Assistant series. Incumbents provide direction to and work review of assigned part-time recreation staff and/or volunteers. This position performs the more difficult and complex work assignments. Work is performed at a variety of recreation sites, including the ice arena, playgrounds, parks and community centers. This class is distinguished from the Recreation Program Coordinator in that the latter has full first-line supervisory responsibility for the operational direction and coordination of assigned programs, activities, full-time and part-time recreation staff, and/or volunteers.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Recruits, trains, coordinates, and reviews the work of assigned recreation, support staff and volunteers.
- Assists in the development of new recreation programs and the review of current programs for effectiveness and interest.
- Performs the more difficult and complex work related to City recreation programs and activities.
- Assists in conducting, scheduling and supervising recreational activities and programs for all age groups at a variety of recreation sites, including the ice arena, middle schools, playgrounds and community centers.
- Assists in planning and coordinating competitive, and non-competitive, traditional and non-traditional events including games, athletics, and group recreational social activities, performing arts and creative dramatics.
- Works closely with school personnel, School Resource Officers and community agencies serving youth to assist in implementing recreational and social activities.
- Travels to various offsite locations to attend meetings, trainings, and/or provide leadership and facility coverage as needed.
- Supervises arts and crafts, dance and drama at centers, parks, and playgrounds and other recreational sites.
- Enforces safety procedures; interprets, enforces and teaches rules of play; maintains order and discipline at parks, playgrounds, the ice arena and recreation sites.
- Issues, collects, and maintains an inventory of supplies and equipment.
- Instructs participants in recreational games, sports, drama, crafts and various social activities; coaches teams and assists in intramural leagues.

Established:	4/4/88
Resolution:	CC88-0182
Spec Adopted:	10/31/88
Resolution:	CS88-091
Spec Amended:	6/6/96
Resolution:	CS96-057
Spec Amended:	03/03/05
Resolution:	CS06-034
Spec Amended:	04/14/25
To CSC:	04/17/25
Unit:	SCEA/ACS
CS Status:	Classified
FLSA Status:	Non-Exempt

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- Utilizes computers to prepare and maintain reports and records of recreation program activities; performs related clerical duties as assigned.
- Attends meetings and assists in promoting interest and support for City recreation programs.
- May act for the Recreation Program Coordinator on a relief basis.
- May serve as cashier, operate a Zamboni, or perform maintenance on recreation equipment.
- Coordinates and facilitates Youth Teen Advisory Boards; establishes study centers; assists in the development of the extended hours programs.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices;
- Recreation programs for all age groups, including sports, arts, crafts, games, dramatics, and music, socials and special events;
- Rules and equipment utilized in recreation programs and activities;
- Basic business mathematics, record keeping and budget practices.

Skill in:

- Planning, assigning, scheduling, directing and reviewing the work of assigned staff;
- Training staff in work procedures;
- Providing supervision and coordination for recreation programs and activities;
- Effectively utilizing volunteers to assist in instructing, coaching and directing varied recreational activities;
- Recruiting volunteers for and directing the activities of Youth Teen Boards;
- Inspiring enthusiasm for and interest in recreational program activities;
- Performing basic mathematical calculations;
- Utilizing computers to prepare and maintain accurate reports and records of work performed;
- Following oral and written directions;
- Establishing and maintaining effective working relationships with others contacted in the course of the work.

Education:

Possession of an Associate degree or completion of 60 semester units or equivalent quarter hours from an accredited college or university with major course work in recreation, physical education, or a closely related field.

Experience:

One year of paid or volunteer work experience in recreation, community events, sports programming, or a related specialized area of recreation.

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Qualifying Substitution Patterns:

Additional years of experience in a position comparable to the Senior Recreation Assistant with the City of Stockton in areas such as recreation programs, aquatics, performing arts, athletics, arts and crafts activities, dance and drama programs, and/or recreation facilities management may be substituted for the education requirement on a year for year basis.

Education	Experience
Associate degree/60 units (2 years)	1 year
30 semester units (1 year)	2 years
High School Diploma/GED	3 years

Additional Notes:

- Experience MUST be directly related to the role's responsibilities.
- Relevant education and professional experience will be evaluated on a case-by-case basis.
- Candidates must demonstrate equivalent competencies and skills through a combination of their documented education and/or work history.

Other Requirements:

- Must possess the physical characteristics to perform the critical and important duties of the job.
- Must be willing to work evenings, weekends, and/or other hours as needed.
- Must be able to travel to various offsite locations for meetings, trainings, and to provide leadership and facility coverage as required.
- Must be willing to submit fingerprinting as mandated by state law.

Physical/Mental Abilities:

- Mobility – Occasional sitting, walking, bending, squatting, climbing, kneeling, crawling, and twisting;
- Lifting – Occasional lifting and carrying of 40 pounds or less;
- Vision – Ability to read fine and standard font size and detect color; ability to read and see visual display terminals; ability to read and produce printed material and information displayed on a visual display terminal;
- Hearing/Talking – Ability to detect specific noises, proper equipment operation; ability to understand what people are saying in general conversation in person, over the telephone, and frequently over noise;
- Dexterity – Frequent holding, grasping, typing, repetitive motion, and writing;
- Special Requirements – Must be able to work occasional evening, nights, and weekends; must be able to travel as needed to various offsite locations;

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- Emotional/Psychological – Must be able to concentrate, make decisions, work with the public, exercise sound judgment, handle stressful situations, and work independently and in group settings;
- Environmental Conditions – Must be able to work in outdoor conditions, and walk on uneven ground; and
- Working Conditions – Must be able to work in an office environment and out of doors.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:



JASMINE PANTOJA
INTERIM DIRECTOR OF HUMAN RESOURCES

DATE: 4/14/25

City of Stockton

RECREATION ASSISTANT I/II

Spec Amended:	12/2/04
Resolution:	CS04-132
Spec Amended:	04/14/25
To CSC:	04/17/25
CS Status:	Classified
Unit:	ACS
FLSA Status:	Non-Exempt
See Historical Note on page 4.	

DEFINITION

Under general supervision, conducts and supervises comprehensive recreation programs at a City recreation center, ice arena, playground or related recreational area; and performs related work as assigned.

CLASS CHARACTERISTICS

Recreation Assistant I is the entry level class in the Recreation Assistant series. Initially under close supervision, incumbents learn Recreation division and City procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Recreation Assistant II and incumbents may advance to the higher level after successfully completing a one-year probationary period and gaining one additional year of experience and demonstrating proficiency which meet the qualifications of the higher level class.

Recreation Assistant II is the journey level class of this series, fully competent to independently perform a variety of recreation support and provide work direction and review of assigned part-time recreation staff and/or volunteers. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from the Senior Recreation Assistant in that the latter is a lead level class responsible for performing work on more difficult or complex recreation assignments.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Assists in conducting, scheduling and supervising recreational activities and programs at a variety of recreation sites, including the ice arena, playgrounds and recreation and community centers.
- Assists in planning and coordinating competitive and non-competitive events, including games, athletics and group recreational activities.
- Supervises arts and crafts, dance and drama at centers, parks, playgrounds and the ice arena.
- Interprets and enforces rules of play; maintains order and discipline at parks, playgrounds and recreation centers.
- Enforces safety procedures for participants and spectators.
- Maintains an inventory of recreation supplies and equipment; issues and collects supplies and equipment.
- Instructs participants in all phases of recreational games and sports; instructs staff as required.
- Coaches teams and assists in intramural leagues.
- Maintains and operates specialized mechanical and other equipment, including the Zamboni at the ice arena.
- Prepares and maintains reports and records of recreation program activities.

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- Travels to various offsite locations to attend meetings, trainings, and/or provide leadership and facility coverage as needed.
- Attends meetings and assists in promoting community interest and support for City recreation programs.
- May supervise on a relief basis, including handling cashiering and billing activities.
- Performs a variety of general office support duties.

QUALIFICATIONS

Knowledge of:

- Recreation programs for all age groups, including sports, arts, crafts, games, dramatics and music;
- Rules and equipment utilized in recreation programs and activities; and
- Basic business arithmetic and record keeping practices;

Skill in:

- Instructing, coaching, scheduling and directing varied recreation activities;
- Handling disciplinary problems in a positive manner;
- Inspiring enthusiasm and interest in recreation program activities;
- Establishing and maintaining effective working relationships with those contacted in the course of the work;
- Performing basic arithmetic calculations;
- Maintaining accurate records of work performed; and
- Following oral and written directions.

Education:

Possession of a high school diploma or GED.

Experience:

Recreation Assistant I: One year of paid or volunteer experience in recreation, community events, sports programming, or a related specialized area of recreation.

Recreation Assistant II: Two years of paid or volunteer experience in recreation, community events, sports programming, or a related specialized area of recreation.

Qualifying Substitution Patterns:

One year of college or university level course work equivalent to 30 semester units in recreation, physical education, public or business administration, or a closely related field.

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Education	Experience	
	Recreation Assistant I	Recreation Assistant II
30 semester units (1 year)	none	1 year
High School Diploma/GED	1 year	2 years

Other Requirements:

- Must possess the physical characteristics to perform the critical and important duties of the job.
- Must be willing to work evenings, weekends, and/or other hours as needed.
- Must be able to travel to various offsite locations for meetings, trainings, and to provide leadership and facility coverage as required.
- Must be willing to submit fingerprinting as mandated by state law.

Physical/Mental Abilities:

- Mobility – Occasional sitting, walking, bending, squatting, climbing, kneeling, crawling, and twisting;
- Lifting – Occasional lifting and carrying of 40 pounds or less;
- Vision – Ability to read fine and standard font size and detect color; ability to read and see visual display terminals; ability to read and produce printed material and information displayed on a visual display terminal;
- Hearing/Talking – Ability to detect specific noises, proper equipment operation; ability to understand what people are saying in general conversation in person, over the telephone, and frequently over noise;
- Dexterity – Frequent holding, grasping, typing, repetitive motion, and writing;
- Special Requirements – Must be able to work occasional evening, nights, and weekends; must be able to travel as needed to various offsite locations;
- Emotional/Psychological – Must be able to concentrate, make decisions, work with the public, exercise sound judgment, handle stressful situations, and work independently and in group settings;
- Environmental Conditions – Must be able to work in outdoor conditions, and walk on uneven ground; and
- Working Conditions – Must be able to work in an office environment and out of doors.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirement of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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APPROVED:



JASMINE PANTOJA
INTERIM DIRECTOR OF HUMAN RESOURCES

DATE: 4/14/25

HISTORICAL NOTE

Recreation Aide	Recreation Assistant I	Recreation Assistant II
Established: 8/20/79 Resolution: CC 36,517 Spec Adopted: Resolution: Title Change: 7/2/84 Resolution: CC 40820	Title Change: 7/2/84 Resolution: CC 40820 Spec Adopted: 7/5/84 Resolution: CS6167 Established: 4/4/88 Resolution: CC88-0182 Spec Adopted: 10/31/88 Resolution: CS88-091 Spec Amended: 6/6/96 Resolution: CS96-056 Formerly Recreation Aide	Title Change: 7/2/84 Resolution: CC 40820 Spec Adopted: 7/5/84 Resolution: CS6169 Established: 4/4/88 Resolution: CC88-0182 Spec Adopted: 10/31/88 Resolution: CS88-091 Spec Amended: 6/6/96 Resolution: CS96-056 Formerly Recreation Aide

City of Stockton

RECREATION PROGRAM COORDINATOR

Established:	4/4/88
Resolution:	CC88-0182
Spec Adopted:	10/31/88
Resolution:	CS88-091
Spec Amended:	06/06/1996
Resolution:	CS96-058
Amended:	12/1/05
Resolution:	CS05-160
Spec Amended:	04/14/25
To CSC:	04/17/25

CS Status:	Classified
Unit:	SCEA/P & T
FLSA Status:	Non-Exempt

DEFINITION

Under general supervision, provides, organizes, coordinates, implements, and evaluates a wide variety of recreational and social activities at City community centers and other recreation sites; designs programs to meet community needs; and performs related work as required.

CLASS CHARACTERISTICS

This class provides leadership and general guidance for City recreation and related programs and activities involving children, teens, adults, and seniors. Work is performed at a variety of recreation sites, including community centers, playgrounds, parks, and other sites. Incumbents may be considered subject area experts in areas such as sports, crafts, or senior activities, or may be program generalists. This class is distinguished from Recreation Supervisor in that the latter has full first-line supervisory responsibility for the development, implementation, and budgeting of assigned staff, recreation programs, and activities.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Plans, organizes, evaluates, and directs recreational programs, traditional or non-traditional events, competitive and non-competitive games, crafts, dramatics, and related activities at a City community center or other assigned recreation site.
- Recruits, assigns, trains, coordinates, and reviews the work of volunteers and support staff.
- Develops or assists in the development of new recreation programs and the review of current programs for effectiveness and interest.
- Travels to various offsite locations to attend meetings, trainings, and/or perform supervisory responsibilities as needed.
- Works closely with school personnel, School Resource Officers, agencies serving youth, and the general public to promote interest in City recreational programs; attends neighborhood meetings to promote interest and support for City recreation programs.
- Instructs and coaches participants in all phases of recreational games and sports; assists participants in intramural leagues.
- Supervises arts and crafts, games, and special events at community centers, parks, playgrounds, and other recreational sites; supervises organized tour programs.
- Interprets and enforces rules of play; maintains order and discipline at community centers, parks, playgrounds, and other recreation sites.
- Enforces safety procedures, administering first aid as required.
- Establishes and directs Youth Teen Advisory Boards.
- Plans and directs after hours programs; works with the Library to establish and oversee study and tutoring centers.
- Issues, collects, and maintains an inventory of supplies and equipment.
- Maintains specialized mechanical and other recreational equipment; inspects facilities and writes maintenance reports.

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- May serve as cashier; accounts for and balances monies received.
- Utilizes computers to prepare and maintain records, reports, newsletters, and other promotional material.
- May assist in the preparation, monitoring, or administration of the budget.

QUALIFICATIONS

Knowledge of:

- Recreation programs for all age groups, including sports, games, arts and crafts, performing arts, and creative dramatics;
- Basic supervisory principles and practices;
- Principles, practices, and procedures utilized in administering community service programs;
- Rules and equipment utilized in athletic and recreational programs and activities;
- Safety practices and procedures related to the work;
- Basic business and mathematics, record keeping, and budgeting practices;

Skill in:

- Planning, organizing, directing, assigning, reviewing, and directing the work of others;
- Instructing, coaching, and directing varied recreation activities;
- Recruiting and training volunteer staff;
- Ensuring safe and proper use of recreation facilities and equipment;
- Handling disciplinary problems in a positive manner;
- Inspiring enthusiasm and interest in recreation program activities;
- Administering aid for minor injuries;
- Performing mathematic calculations;
- Utilizing computers to prepare and maintain accurate records, reports, newsletters, and other promotional material;
- Following oral and written directions;
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Possession of a Bachelor's degree from an accredited college or university with major course work in recreation, public or business administration, or a closely related field.

Experience:

One year of experience which has included recreation program planning and implementation and/or recreation facility supervision.

Qualifying Substitution Patterns:

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Additional years of experience in a position comparable to the Recreation Program Coordinator with the City of Stockton in areas such as recreation programs, aquatics, performing arts, athletics, arts and crafts activities, dance and drama programs, and/or recreation facilities management may be substituted for the education requirement on a year for year basis.

Education	Experience
Bachelor's degree (4 years)	1 year
90 semester units (3 years)	2 years
Associate degree/60 units (2 years)	3 years
30 semester units (1 year)	4 years
High School Diploma/GED	5 years

Additional Notes:

- Experience MUST be directly related to the role's responsibilities.
- Relevant education and professional experience will be evaluated on a case-by-case basis.
- Candidates must demonstrate equivalent competencies and skills through a combination of their documented education and/or work history.

Other Requirements:

- Must be able to travel to various offsite locations for meetings, trainings, and supervisory responsibilities as required.
- Must possess the physical characteristics to perform the critical and important duties of the job.
- Must be willing to submit fingerprinting as mandated by State law.
- Must be willing to work evenings, weekends, and/or other hours as needed.

Physical/Mental Abilities:

- Mobility – Occasional sitting, walking, bending, squatting, climbing, kneeling, crawling, and twisting;
- Lifting – Occasional lifting and carrying of 40 pounds or less;
- Vision – Ability to read fine and standard font size and detect color; ability to read and see visual display terminals; ability to read and produce printed material and information displayed on a visual display terminal;
- Hearing/Talking – Ability to detect specific noises, proper equipment operation; ability to understand what people are saying in general conversation in person, over the telephone, and frequently over noise;
- Dexterity – Frequent holding, grasping, typing, repetitive motion, and writing;
- Special Requirements – Must be able to work occasional evening, nights, and weekends; must be able to travel as needed to various offsite locations;
- Emotional/Psychological – Must be able to concentrate, make decisions, work with the public, exercise sound judgment, handle stressful situations, and work independently and in group settings;

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- Environmental Conditions – Must be able to work in outdoor conditions, and walk on uneven ground; and
- Working Conditions – Must be able to work in an office environment and out of doors.

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APPROVED:



JASMINE PANTOJA
INTERIM DIRECTOR OF HUMAN RESOURCES

DATE: 4/14/25