



## Part-Time Recreation Assistant Position

### Available with the Parks & Recreation Department

**What:** Assist the Recreation Director to plan, promote and host programs, camps, and events.

**When:** Position opens in February.

**Hours:** 20 hours per week. Recreation Assistant will mostly work Monday – Friday 8-4 p.m. with the occasion to work some evenings and weekends.

#### Description:

- Communicate with sponsors, participants, and volunteers via email, phone, and in person.
- Set-up and tear down of events and programs.
- Follow-up with sponsors, participants, and volunteers.
- Other tasks as directed.
- Organize and schedule programs, camps, and events as ordered by the Recreation Director.
- Maintain and manage program equipment, kits, and materials.
- Maintain and manage inventory of all materials in a proper manner.
- Gather programs, camp, and event information for print and media.
- Assist in the development of programming.
- Assist in the development of tournaments.
- Assist in the recruitment of activity partners for pickleball, basketball, and fitness courts.

#### Licenses and Other Requirements:

- Must be 18 years of age.
- Must hold a valid Indiana driver's license.
- Must be able to pass a formal background check.

Interested parties can apply online at: [www.logansportparks.com](http://www.logansportparks.com)

Direct questions to Parks & Recreation Department 574-753-6969 or by email:  
[parksinfo@cityoflogansport.org](mailto:parksinfo@cityoflogansport.org)