

RECREATION AIDE

CODE/PAY RANGE

Class Code: 2903

EEO CODE: G

Pay Range: 108

MAJOR FUNCTION

Under general supervision, performs entry level work conducting and supervising games and other group activities for Parks & Recreation.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Assist in conducting recreational activities and preparation of facilities.

Assist in enforcing rules and regulations.

Assist in collecting fees and taking registrations for recreational programs and facility rentals.

Assist in light maintenance of facilities and recreational areas.

May referee at various sports activities. May provide services as timekeeper, scorekeeper or linesman at games.

May supervise children involved in after-school, summer or other recreational programs.

Handle inquiries and complaints from public.

Performs related work as required.

KNOWLEDGE, SKILLS, & ABILITIES

Ability to establish and maintain effective, courteous relationship with children, parents, and co-workers.

Ability to communicate effectively orally and in writing. Ability to tactfully enforce rules and regulations.

Knowledge of recreational field. Knowledge of activity rules and regulations.

(Recreation Aide – cont.)

Ability to work flexible hours.

MINIMUM QUALIFICATIONS

No experience or formal training required.

May be subject to a background check depending on assignment.

ADA REQUIREMENTS

Physical Demands: Use of fingers, hands, good vision, depth perception, hearing, walking, standing, kneeling, bending, balancing and stooping. Occasional: Lifting and carrying up to 50 pounds, reaching above shoulder.

Environmental Demands: Inside and outside work. Exposure to inclement weather (heat, humidity, cold, rain), dust.

Mental Demands: Ability to read and comprehend technical and professional manuals, procedures, instructions, memos, and letters. Ability to write compound sentences relating information, data, details to layman. Ability to perform basic mathematical functions. Ability to speak clearly and concisely; conversant in practices and procedures of discipline.

June 2001