



Date Adopted: February 18, 2020  
Date Revised:

**Title: Recreation Aide**

**FLSA: Non-Exempt, Part-Time/Temporary-Seasonal/At-Will**

**General Purpose:**

Under general supervision, assist in the proper use of a community recreational facility and assist Recreation Leaders in providing a variety of recreation programs related to preschool, playground, after school programs, parks, teens, sports, special events, and senior citizen activities.

**Supervision Received and Exercised:**

Receive general supervision from a Recreation Coordinator and may receive technical and/or functional supervision from a Recreation Leader or Program Specialist.

**Essential Duties and Responsibilities:**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Assist in leading recreation activities in program areas such as preschool, playground, parks, teens, sports, special events, and senior citizen activities.

Assist in carrying out recreational activities appropriate to a variety of locations such as playgrounds, parks, community centers, pre-school classrooms, school sites, and sports facilities. Assist in leading activities in areas such as arts and crafts, games, sports, music, drama, and nature study.

Assist in setting up, taking down, and cleaning up recreational facilities, as assigned; open and close facilities as scheduled for use, secure the facility upon leaving.

May provide minor first aid to recreation program participants and/or perform related first aid/emergency techniques.

Exercise precautions necessary to ensure the safety of recreation program participants and spectators.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Set up furniture or equipment for activities scheduled and see that it is in proper condition and is replaced after use.

Monitor activities of facility users for appropriate and safe conduct.

Clean up after facility users and set up for subsequent activities; sweep and mop floors as required, empty trash receptacles throughout the facility as necessary; keep restrooms and kitchen clean and well stocked with paper towels, tissues, etc.

Collect fees from public swimming pool patrons and aquatics class registrants, and issue pool passes.

Complete daily attendance and cash receipt report forms.

Answer the telephone, provide information to callers and write messages, as needed.

Assist customers at the front counter.

Perform general clerical work such as issuing receipts, photocopying, and filing; complete and submit required forms and reports.

Clean and sanitize workstation and equipment.

Assist in conducting preschool class activities in areas such as arts and crafts, games, music, or story time.

Interpret and apply official game rules for a variety of sports related to league play.

Conduct sports contests according to rules of the game and maintain control of the contest.

Oversee the work of scoring officials to ensure proper timing and scoring of the event; perform as official scorer-of-record.

Inspect playing field area and equipment prior to play to ensure preparation and safety for play to begin.

Ensure safety of players and spectators.

Notify appropriate City staff regarding necessary repair and/or replacement of play areas/related equipment.

Perform other duties as assigned.

**Minimum Qualifications:**

**Knowledge of:**

Basic knowledge of a variety of recreation activities.

Rules, regulations, procedures, and score keeping as applied to the conduct of a variety of field sport league activities.

Age group characteristics of preschool children

Basic arithmetic, including addition, subtraction, multiplication and division.

English language skills, including punctuation and spelling;

Point of sale or cash registers.

**Ability to:**

Learn skills needed to conduct basic recreation activities.

Follow written and oral instructions.

Communicate clearly and concisely, both orally and in writing.

Perform heavy physical work including the lifting and moving of tables and chairs.

Deal with difficult or stressful situations in a calm and professional manner.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Officiate at a variety of field sport league activities; engage in physical activity.

Exercise objective judgment in making field sport rules determinations/calls.

Exercise courtesy and tact in dealing with recreation program participants, spectators, players, and sports and team officials.

Must be available to work nights, weekends and holidays.

Use of a personal computer is desirable.

**Physical Standards:**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures.

On an intermittent basis, sit at desk for long periods of time; stand, walk, and bend while assisting with recreation activities; squat, climb, kneel and twist when setting up various recreation programs; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; reach with hands and arms; perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less. While performing duties, the employee is regularly required to use written and oral communication skills; interact with City staff, volunteers, vendors, and the public.

**Training and Experience:**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education: There is no educational requirement for this class; equivalent to completion of two years of high school is desirable.

Experience: Work experience is not required; experience in handling money and cashiering is desirable. Demonstrated experience (paid or volunteer) working with preschool age children in a structured or supervised social/recreational program is desirable.

**Licenses; Certificates; Special Requirements:**

At time of hire, must be 15 years of age or older (18 years of age if assigned to Preschool Program).

Work Permit, as applicable.

Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of completed fingerprint screening and a satisfactory background check.

Current certification in First Aid and CPR is required within one month of employment

Possession of a valid California Class C driver's license is not required for this class; however, if an employee possesses a valid license, he/she may be required to provide a Certificate of Automotive Insurance for Personal Liability.

This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.