



## **RECREATION AIDE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, provides general assistance in conducting recreation program or activities; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the entry level class in the Recreation series. Incumbents in this class perform a variety of recreational program support duties. Incumbents do not supervise other employees.

### **ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Assists in preparing recreational programs for group activities.
- Assists in organizing, officiating and instructing children's activities including sports, contests, games, and crafts; teaches fundamentals of play and sportsmanship in recreational activities.
- Maintains a safe program environment for participants and staff.
- Assists in maintaining and cleaning facilities.
- Cares for and maintains all equipment issued and informs the supervisor when there are hazards or equipment replacement needs.
- Assist with special recreational program events.
- Attends applicable District trainings and orientations.
- Provides excellent customer service.
- Performs related duties as assigned.

### **QUALIFICATIONS GUIDELINES**

#### **Knowledge of**

- Basic objectives, methods, and techniques of planning recreation activities.

- Arts and crafts.
- Indoor and outdoor games for children.
- How to provide basic homework and tutoring for kindergarten . 6<sup>th</sup> grade.
- The operation of basic office equipment.
- Basic first aid and safe work practices.

#### Ability to

- Assist with planning and organization of recreation programs for children.
- Appear for work on time and in uniform.
- Assist in cleaning and maintaining recreational facilities.
- Be a source of accurate information.
- Exercise good judgment, courtesy, and tact.
- Follow directions from a supervisor.
- Accept constructive criticism.
- Communicate, clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

#### Education

Equivalent to graduation from high school or if pursuing a high school diploma or G.E.D. must be able to provide a valid work permit.

#### Experience

Any combination of experience, education, volunteer work, or training that would provide the required knowledge, skills and abilities to perform the duties of this position. Prior recreation experience is desirable.

#### Licenses/Certificates

- Possession of a valid California driver's license, Class C or higher, or California Identification card may be required.
- Possession of, or ability to obtain, certification from District provided CPR/First Aid training is required.

### Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, with management, co-workers, and the public in face-to-face, one-to-one, and group settings; use office equipment such as computer terminals; sit or stand for extended periods of time; have hearing and vision within normal ranges; occasionally carry, push, reach and lift up to 50 pounds; occasionally stoop, kneel or crouch.

### Special Requirements

Must be at least 16 years of age and be able to provide a work permit if under the age of 18.

FLSA: Non-Exempt

Range: 124

Union: Non-Represented