

RECREATION AIDE  
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to assisting in planning and conducting recreation programs and maintaining recreational facilities.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assist in support of recreation programs and activities such as games, special events, arts and crafts, drama and social and sports activities.

Interact with and assist supervision of youth in games and activities and in proper use of playground apparatus.

Maintain safety and positive behavior of participants.

Prep food and assist with concessions.

Promote and enforce safety procedures; render first aid and CPR, if certified, as required.

Notify appropriate staff of any problems with regard to facility, children and parents.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Leading and organizing games and activities; techniques and principles of effective interpersonal communication.

Principles and techniques of first aid and CPR.

Ability to:

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On a continuous basis, know and understand operations and observe safety rules; walk long distances; interpret policies and procedures and problem solve issues for the public and with staff; participate with children in games and sports activities that involve running, bending, squatting, jumping and reaching; lean, stoop and bend to set up or break down equipment.

Intermittently set up booths, hang banners, move tables, chairs and carry supplies; lift or carry weight of 45 pounds or less.

Understand and carry out written and oral directions.

Communicate tactfully with customers.

Work out doors in a variety of weather conditions.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Communicate effectively and concisely, both orally and in writing.

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

Experience and Training

Experience:

None required. Job Experience Training certification is desirable.

Training:

Equivalent to the completion of the ninth (9<sup>th</sup>) grade and fourteen (14) years of age by the beginning of summer programs.

License or Certificate

Possession of, or ability to obtain, CPR and First Aid certifications within six (6) months of hire.

02-13-19

02-09-17

07-04-09

01-30-08

01-27-03

02-23-02      Recreation Aide

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