

**RECREATION AIDE**  
**106-5**

**GENERAL DESCRIPTION**

This is part-time seasonal work of a semi-skilled nature assisting with recreational activities at parks and community centers. Work performed is of a routine nature, with limited variety and complexity in recreational programs and activities at City-owned recreational facilities.

**REPORTING RELATIONSHIPS**

Reports to:   Recreation Leader  
                  Public Works Field Supervisor  
                  Public Works Director

**ESSENTIAL POSITION FUNCTIONS**

1.     Assists Recreation Leader in conducting activities at parks and community center.
2.     Distributes equipment for programs and events.
3.     Assists in maintaining order and discipline.
4.     Ensures a safe environment for program participants, and makes sure participants follow all safety rules.
5.     Records attendance and participation for facility programs and events.
6.     Checks equipment to ensure that it is clean and in proper working order.
7.     Assists Recreation Leader in giving instructions in recreational and playground activities.
8.     Answers telephone and gives information on activities and schedules.
9.     Sweeps and mops floors, collects paper and rubbish, and sets up rooms for meetings, facility rentals, and special events.
10.    These essential job functions are not to be considered as a complete statement of all duties performed. Employees will be required to perform other job-related duties as necessary and consistent with the position.

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### **MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of activities involved in community recreation programs and events.
- Knowledge of the rules and regulations pertinent to the athletic games over which the incumbent officiates.
- Knowledge of and skill in using basic maintenance tools and equipment.
- Ability to instruct program participants in a variety of recreational activities.
- Ability to perform routine and basic maintenance and custodial tasks.
- Ability to establish and maintain effective working relationships with co-workers, the general public, and program participants.
- Ability to complete simple reports.
- Ability to communicate effectively, both orally and in writing.
- Skill in the use of equipment used in designated recreational activities and athletic games.
- Knowledge of safety practices and procedures used in a recreational environment.

#### **EDUCATION AND EXPERIENCE**

High school graduation or equivalent, and one (1) year of experience in recreational work. Any equivalent combination of training, education and experience that provides the necessary knowledge, skills and abilities may be considered for the minimum qualifications.

Must be able to pass background screening due to nature of position.

Must be able to work a flexible work schedule, including nights and/or weekends.

#### **LICENSES, CERTIFICATIONS, OR REGISTRATIONS**

Possession of a Valid (E) Florida Driver License and maintain compliance with vehicle use policy requirements, Section 8.15(c) in the City's Personnel Manual.

Possession of valid CPR/AED /First Aid Certification

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### ESSENTIAL PHYSICAL SKILLS

- Heavy lifting and carrying (over 45 pounds).
- Good vision (with or without correction).
- Good hearing (with or without correction)
- Pulling
- Pushing
- Walking
- Standing
- Kneeling
- Bending
- Stooping
- Balancing
- Reaching
- Climbing
- Crawling
- Operating equipment

### ENVIRONMENT CONDITIONS

- Works inside and outside in varying weather conditions.

### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Approval: \_\_\_\_\_

*Cynthia Hunter*  
Personnel

Approval: \_\_\_\_\_

*Vanille J. J...*  
City Manager

Council Approval Date: \_\_\_\_\_

10/21/2014