

CLASS SPECIFICATION
Recreation Aide

GENERAL PURPOSE

Under general supervision, assist in the planning and operation of various city recreation programs; supervising youth in a recreation setting, performing light clerical duties; and performing related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Recreation Aides provide assistance in the recreation program by assisting in the planning and conducting of recreation activities in assigned program areas such as sports, arts and crafts, dance, outdoor education, special and seasonal events or other related activities. These activities provide an enriching environment offering recreational, educational and social opportunities for the community.

Recreation Aide is distinguished from Recreation Program Leader in that incumbents in the latter class are responsible for planning and coordinating recreation programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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 them from the position if the work is similar, related or a logical assignment to this class.

1. Assists in the organizing and conducting of assigned recreational programs and activities for various age groups at recreation/community centers or at department playgrounds or parks.
2. Teach the fundamentals of play and sportsmanship in recreational activities; and explain and demonstrate new games and contests.
3. Assists in the planning and organizing programs, special and seasonal events.
4. Maintains records and reports.
5. Provides clerical and/or administrative support.
6. Provides courteous and expeditious customer service to the public and City department staffs.
7. Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

1. Basic principles and practices of recreational activities and programs.
2. Fundamentals of various sports, sports officiating and equipment involved.

3. CPR and first-aid methods and techniques necessary for safety.
4. Safety issues involving participants and staff on fields and during indoor activities and safety policies, practices and procedures.

Ability to:

1. Plan and organize various recreational programs and activities.
2. Lead adults and youth in recreation and sports activities.
3. Effectively communicate orally and in writing to program participants and their families, and to community groups and others involved in, or impacted by, department programs.
4. Work a flexible schedule including weekends, evenings and holidays.
5. Understand and follow written and oral instructions.
6. Establish and maintain effective working relationships and deal tactfully with department and City staff, recreation program participants, the public, and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent; and some paid or volunteer experience in a related field; or an equivalent combination of training and experience.

Bilingual (English/Spanish) is desirable.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Successful completion of a state-mandated background clearance is required prior to appointment.

Must obtain CPR/First Aid certification within six (6) months of hire.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk; stoop, kneel, bend or crouch and lift or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve basic problems; use basic mathematics; perform work under changing deadlines on multiple tasks; and interact with department and City staff, recreation program participants, the public, and others encountered in the course of work, some of whom are dissatisfied and quarrelsome.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee works under varied conditions, including inside recreation facilities where he/she may be exposed to high levels of noise, outside facilities where the employee may be exposed to noise and possibly wet and/or humid conditions, or in typical indoor conditions with moderate noise levels.

Incumbents may be required to work irregular hours, including weekends, holidays and/or evenings.