



## TOWN OF YOUNTVILLE JOB DESCRIPTION

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### RECREATION AIDE

#### DEFINITION

Performs a variety of duties while assisting with the delivery and completion of a variety of fun, positive and safe recreational activities such as sports, games, hikes, crafts, cooking, swimming and field trips for the After School Program, Summer Day Camp and various Parks and Recreation Department special events and activities.

#### DISTINGUISHING CHARACTERISTICS

This is a part-time, entry-level seasonal position appropriate for High School age students wanting to develop the knowledge, skills and abilities important in the leadership and supervision of recreation programs and special events. Positions allocated to this classification are distinguished from higher-level recreation classes by the limited range of responsibility and duties performed.

#### SUPERVISION RECEIVED/EXERCISED

The position receives supervision from the Recreation Coordinator, or Supervisor and may receive functional supervision from the Recreation Specialist.

#### ESSENTIAL DUTIES

Assist with the sign in and sign out procedures for After School, Summer Camp and other recreation activities and special events. Assist with preparing games, activities, and arts and crafts projects for recreation programs; and demonstrates arts and crafts projects games and other activities; monitors participants in a variety of recreational activities; monitors equipment, facilities and play area to ensure they are safe for public use; cleans facilities and play areas after use; inventories supplies and equipment and notifies Recreation Specialist or Recreation Coordinator regarding the need for additional supplies and equipment; participates in staff training and discussions.

#### OTHER DUTIES

Performs first aid and CPR as necessary and performs other duties as required.

#### QUALIFICATIONS

##### Experience/Education/Training

Demonstrates the ability and willingness to learn the skills necessary to assist recreation staff in the implementation of successful recreation programs and special events. A typical way of obtaining the required qualifications is to possess some experience working with children. Some knowledge of games and arts and crafts projects is desirable.

##### Knowledge/Ability

General knowledge of procedures and equipment related to recreational activities; rules governing common sports and games; and standard safety practices. The incumbent possesses the ability to effectively assist with leading and monitoring Town's recreational activities. Successfully complete required training programs and obtain required certificates; to meet the physical

demands of the job; to understand and carry out oral and written instructions; communicate clearly and concisely; establish and maintain effective working relationships with those contacted in the course of work.

**Working Conditions**

Position requires sitting, standing, walking on level and unlevel surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily activities. The position also requires near, far, and color vision when supervising the activities of program participants. Additionally, the position requires grasping, repetitive hand movement, and fine coordination when providing instruction on games and arts and crafts projects. The nature of the work may also require the incumbent to work outdoors in all weather conditions including wet, hot, and cold.

**OTHER REQUIREMENTS**

**Certificates**

Possession of Standard First Aid and Cardiopulmonary Resuscitation (CPR) certificates are required at date of appointment.

**Other**

May require evidence of a negative tuberculin test taken within the past two years.

**This position requires incumbent to go through Livescan fingerprint process.**

Approval: \_\_\_\_\_ Resolution No. \_\_\_\_\_  
Town Manager

Effective Date: \_\_\_\_\_

Revision History: Version: \_\_\_\_\_ Effective Date: \_\_\_\_\_