

CLASS SPECIFICATION FOR
Recreation Aide

GENERAL STATEMENT OF DUTIES: Assists Recreation Coordinators and/or Instructors in planning and carrying out activities in general or specialized program areas at specified program locations or on a County-wide basis; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class assists in the direct recreation leadership in general or specialized program areas such as pre-school and playground programs for children. Activities include arts and crafts, sports, games, music, dance and nature. Work is performed under the close supervision of an Instructor or Center Supervisor, who is available to provide assistance and direction.

EXAMPLES OF WORK (illustrative only):

- Works as a member of a team to plan and implement activities;
- Sets up equipment or materials needed for an activity and cleans up after;
- Keeps equipment and materials inventoried and in a neat and organized manner;
- Observes necessary precautions to ensure the safety of the participants and administers first aid in cases of minor injuries;
- Assists in writing reports, to include attendance, accidents and incidents, safety checks, supply requisitions and program plans;
- Provides excellence in customer service by answering questions and providing information to the public (parents, participants and citizens);
- Reports to work on time and observes appropriate break times;
- Provides direct leadership to participants, to include organizing and involving participants in planned activities;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge in the philosophy and objectives of community recreation. Ability to understand and carry out oral and written directions accurately; ability to follow rules and program planning; working knowledge of first aid methods and safety precautions; ability to assist in leading activities in various program areas; ability to work effectively with groups and to assist in maintaining discipline and/or control; ability to meet and deal tactfully with the public; ability to maintain accurate records and prepare all reports.

MINIMUM EDUCATION AND EXPERIENCE: Completion of the 10th grade (graduation from high school is preferred); **OR** any combination of experience and training which provides the required knowledge, skills, and abilities.