

*CLASS SPECIFICATION FOR*  
**Recreation Helper**

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**GENERAL STATEMENT OF DUTIES:** Assists Recreation Coordinators and/or Instructors in carrying out recreation program plans and activities and in supervising children at a recreation center or playground; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class assists in carrying out recreation program plans and activities and may be assigned to a recreation center or playground or to a specialized program such as pre-school, cultural arts/theatre or therapeutic recreation. This class is distinguished from Recreation Coordinators and Instructors in that a Helper does not conduct program planning, discipline children or work unsupervised or alone. The employee receives direct and close supervision from a Recreation Coordinator.

**EXAMPLES OF WORK (illustrative only):**

- Assists in carrying out program plans and activities in a general or specialized recreation program;
- Sets up equipment or materials needed for activities and cleans up after;
- Keeps supplies and equipment neat and organized;
- Assists in securing the safety of recreation participants;
- May assist children or other participants during snack or mealtimes and clean up and may accompany small children to the restroom;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Some knowledge of the philosophy and objectives of community recreation; ability to follow rules and program planning; ability to meet and to deal tactfully and effectively with program participants and the general public; courtesy.

**MINIMUM EDUCATION AND EXPERIENCE:** Any combination of experience and training which provides the required knowledge, skills and abilities.

**COMMENT:** The federal Fair Labor Standards Act (FLSA) regulates minimum age, maximum hours and types of employment for minor children. The work schedule or types of duties assigned to an individual position may prevent our hiring a person under the age of 16.