

CONEJO RECREATION & PARK DISTRICT

Job Title: Recreation Aide

Division: Recreation & Community Services

Summary:

Under supervision, assist in conducting recreational program activities at an assigned playground, community center or recreational area.

Essential Duties and Responsibilities:

- Assists and participates in group recreational activities.
- Referees and umpires organized games and sport activities.
- Assists in the encouragement of participation and good sportsmanship.
- Assists as a chaperone at dances, parties, and on field trips.
- Assists in preparing recreational facilities for group activities.
- Issues and collects recreation equipment and supplies.
- Directs the proper use and care of assigned facilities and equipment.
- Assists in the maintenance of records and the preparation of activity reports on assigned activities.

Other Duties and Responsibilities:

- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

At least 2 years of High school completed or G.E.D. required; 500 hours of experience in a paid or voluntary position in recreation by participating in school and/or community activities; three letters of recommendation from school personnel; maintenance of "C" average if in High School; or an equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and basic rules governing competitive games. Ability to write routine reports. Ability to meet and interact tactfully and effectively with the general public.

Math Ability:

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates and Licenses:

None required. All positions working with children under age 18 require fingerprint clearance.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is frequently exposed to outdoor weather conditions. The employee is occasionally exposed to high, precarious places. The noise level in the environment if moderate to loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

While performing the duties of this job the employee regularly required using hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is frequently required to stand; walk; and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is frequently required to lift up to 25 pounds and occasionally required to lift up to 50 pounds. The vision requirements include ability to adjust focus; peripheral and distance vision.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Rec Aide
JD3018 Reviewed 7/06

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.