



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Aide	Location:	Various
Department:	Recreation	Prepared Date:	April 2015
Reports To:	Recreation Leader	Approved By:	Board of Directors
FLSA Status:	Non-Exempt	Approved Date:	July 1, 2015

SUMMARY: Under supervision, assist in conducting recreational program activities at assigned parks, community center or recreational area.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Provide responsible staff assistance and support to the assigned supervisor.
- Assist with organizing and promoting interest in recreational programs and activities including sports, games, arts and crafts, day camp, recreational classes, and events.
- Monitor activity of participants in recreation programs and activities; enforce rules and regulations of recreational programs to maintain discipline and ensure safety.
- Set-up and clean- up for recreational programs and activities.
- Help ensure that recreational programs and activities start and finish in the prescribed manner and time frames.
- Issue equipment for recreational programs and activities.
- May assist with officiating games and keeping score for sports leagues.
- Administer first aid according to prescribed procedures and notify emergency medical personnel when necessary.
- Provide information to recreation participants; explain principles, techniques, and safety procedures to participants in recreational programs and activities; demonstrate use of materials and equipment.
- May assist in minor maintenance of recreational facilities and equipment including cleaning and stocking facilities.
- Help assess supplies and equipment needed for recreational programs.
- May assist with senior/active adult events and programs.
- Assist with a variety of administrative reports on activities and operations.
- Perform related duties and responsibilities as required.
- May require some Holiday, evening, and/or weekend work assignments.

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.

- Ability to: Maintain records and reports; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.
- Ability to: 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.

EDUCATION and/or EXPERIENCE: Must be 16 with at least 2 years of High school completed or G.E.D. required; Preferred 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 non-relatives; maintenance of "C" average if in High School; or an equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.



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

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.