



JOB DESCRIPTION

JOB TITLE: Recreation Aide III

JOB CODE: 3110

DEPARTMENT: Community Services/Parks & Recreation

FLSA STATUS: Non-Exempt

REPORTS TO: Recreation Coordinator

SUMMARY OF JOB PURPOSE

Assists in conducting recreation activities at assigned and/or designated recreation facilities.

ESSENTIAL FUNCTIONS

1. Assists with preparation and/or leadership of recreation programs and activities, including youth supervision. Leads games and craft activities and interacts with participants; monitors activities of children during recreational trips and/or tours.
2. Inspects facility to ensure youth safety; assists with clean-up of facilities and programs.
3. Prepares supplies and materials for programs and activities and prepares snacks; arranges chairs, tables, and sporting or exercise equipment in designated rooms or other areas for scheduled group activities; operates audiovisual equipment, as needed.
4. Participates in training opportunities and attends staff meetings.
5. Welcomes participants to program and greets parents when needed.
6. Receives, stores, and issues sports equipment and supplies.
7. Keeps attendance records or scores at events; monitors spectators and participants at special events to ensure orderly conduct.

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

EDUCATION and/or EXPERIENCE

No minimum education requirement; must have at least one (1) year of previous related experience, specifically as a Recreation Aide II with Douglas County preferred, or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities; basic understanding of recreation activities and the ability to deal effectively with people from a variety of backgrounds required; must be at least 18 years of age.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to customers, clients, and other employees of the County.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Current CPR certification is desirable. Must be able to successfully pass a drug test, background, and fingerprint check.

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

WORKING ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to outside weather conditions; noise level in this work environment is usually loud.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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