

## RECREATION TRAINEE - PART-TIME

### JOB DESCRIPTION

**Classification Responsibilities:** A Recreation Trainee - Part-time performs a variety of simple routine tasks involving manual, custodial, and recreation support activities. Depending on assignment, duties may include: assisting in making needed equipment available and monitoring use; observing and/or assisting participants in recreation activities; assisting in maintaining order in compliance with established rules; providing routine information on building rules and department activities to participants and the general public; and maintaining and securing facilities for programs; or assisting with maintenance and/or custodial activities. Incumbents in this class may be rotated or transferred to other facilities and/or assignments based on department or seasonal needs. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Because of the variety of duties performed by this class, employees must be able to work flexible hours and be available for weekend and evening work. Depending on assignment, employees in this classification may report to a Recreation Aide, Recreation Assistant, Recreation Specialist, or a full-time staff member. This class is FLSA nonexempt (part-time and grant-funded). This class is FLSA exempt-recreational establishment (seasonal).

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to completion of the 10th grade (sophomore year). The abilities required to perform the duties.

**Special Requirements.** Cardiopulmonary Resuscitation (CPR) and First Aid certification within 30 days of hire (by assignment). Valid Department of Economic Security fingerprint clearance card level 2 within 30 days of hire (*Adaptive Assignment*). Department of Economic Security Article 9 certification within 30 days of hire (*Adaptive Assignment*). Protective Behaviors certification within 30 days of hire (*Adaptive Assignment*).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Some experience related to the assigned program area is preferred. Cardiopulmonary Resuscitation (CPR) and First Aid certification is desirable. Experience organizing and conducting activities for individuals with developmental disabilities (*Adaptive Assignment*). Experience developing and documenting participants' established goals and objectives through an Individual Service Plan (ISP) (*Adaptive Assignment*). Positive behavior certification (*Adaptive Assignment*).

## ESSENTIAL FUNCTIONS

**Communication:** Explains rules and policies to participants and parents, and answers questions from the public. Instructs participants in crafts, games, sports, and swimming activities.

**Manual/Physical:** Stocks inventory for craft supplies and sports equipment. Participates in sports activities and games for three to four hours per day. Performs both fine and gross motor activities. Moves six-foot and eight-foot tables and folding chairs to accommodate different program areas. Performs daily housekeeping duties such as sweeping, mopping, and general cleaning of equipment and program areas, as needed. Boxes and moves equipment at completion of program. Detects calls for assistance from participants and other audible signs of alarm for warning. Observes, inspects, and monitors program area, equipment, and participants in order to provide safe environment for programs. Lifts program participants in and out of wheelchairs and swimming pools (by assignment). Meets scheduling and attendance requirements.

**Mental:** Understands and follows written and verbal instructions. Reads and comprehends written directions and interprets written information into language to instruct children. Prioritizes work assignments.

### Abilities:

Ability to:

work with elementary age children and junior high age teens;  
work effectively with program participants, coworkers, and the public;  
work with mentally disabled children and adults;  
deal tactfully and courteously with children and adults participating in recreation activities;  
perform routine maintenance and custodial work;  
work in a variety of weather and working conditions; and  
become knowledgeable about recreation and leisure time activities.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/17

PK/kc/co

CS1202.DOCX (Seasonal)

PAY GRADE: 12

CS1208.DOCX (Part-time, Non-Benefited)

PAY GRADE: 12

EEO-S/M

IND-9063

JOB FCTN-PAR

SWORN-No

INCREMENTS: N/A