

RECREATION AIDE - PART-TIME

JOB DESCRIPTION

Classification Responsibilities: A Recreation Aide - Part-time performs a variety of tasks in support of any one of several Parks, Recreation and Community Facilities Department functional program areas including: setting up for program activities and serving as on-site leader, maintaining facilities and equipment, and performing unskilled clerical work and other duties relating to conducting programs. Depending on assigned program or function, duties of a Recreation Aide - Part-time may include: assisting staff by making needed equipment available and monitoring use, observing and/or participating in activities, assisting in maintaining order in compliance with established rules, performing cash handling procedures, such as collecting fees for programs, services or commodities and maintaining related records, taking advance registration or reservations for facility use, providing routine information on building rules and division activities to participants and the general public, and maintaining and securing facilities for programs. This class performs related duties as required.

Recreation Center assignment related duties also include: Training, assisting, and supervising participants on the rock wall including wearing appropriate safety harness.

Adaptive Recreation assignment related duties also include: Assisting individuals of all ages and abilities, adapting activities to meet the needs of individuals, and participating in activities with participants.

Sports assignment related duties also include: Work may include training of sports officials and performing referee and scheduling duties for youth sports. May serve as a substitute referee for adult sports.

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 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 eleventh grade. Some (6 months - 1 year) experience related to the program assignment (examples: working with children, supervising recreation, sports programs, or facilities; community service projects; working with disabled populations; and teaching or serving as a teacher's aide, etc.).

Special Requirements. Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) and First Aid certification within 30 days of hire. Valid fingerprint clearance card level 1 issued by Department of Economic Security, Article 9 certification issued by Department of Economic Security, and Protective Behaviors Certification all 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. Experience organizing and conducting activities for individuals with disabilities; experience developing an Individual Service Plan (ISP); and/or Prevention and Support certification (*Adaptive Assignment*).

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, program participants, parents, and volunteers to explain program policies, procedures, and activities. Instructs young children in crafts, games, and outdoor and indoor activities. Completes documents, data entry, and reports, such as daily attendance, accident/incident forms, time records, evaluations, tournament results, etc.

Manual/Physical: Operates a variety of standard office equipment, computer, and mobile devices to perform clerical tasks. Enters data into a computer through the use of various software or applications. Collects fees for advance registration, operates a cash register, and maintains related records. Cleans up after activities and maintains supply inventory. Assists with day-to-day housekeeping (cleaning, sweeping, mopping, and general cleaning of equipment). Detects calls for assistance from participants and other signs of alarm for warning. Stocks and inventories craft and sports equipment. Performs fine and gross motor activities. Moves six-foot and eight-foot tables and chairs to accommodate program activities. Boxes and moves equipment. Observes, inspects, and monitors program area, equipment, and participants in order to provide a safe environment. Secures facilities and maintains order in compliance with established rules. Meets scheduling and attendance requirements.

Adaptive Recreation assignment related duties also include: Work may also include adapting recreation activities to needs of participants. Lifting/transferring program participants in and out of wheelchairs and swimming pool.

Sports assignment related duties also include: Actively participates in sports for periods of three to four hours per day.

Mental: Comprehends written and verbal directions. Adapts recreation activities to a variety of ages and participant needs. Observes behavior of program participants and monitors equipment for proper working order and safety. Prioritizes work assignments and delegates assignments to Recreation Trainees and volunteers. Comprehends and makes inferences from written materials in order to register participants in classes. Learns job-related material through on-line, written documentation and on-the-job training regarding the program or assignment.

Knowledge and Abilities:

Knowledge of:

rules and regulations governing competitive athletic games, such as softball, basketball, baseball, etc.;
and
first aid, CPR/AED methods and necessary safety precautions used in recreation programming.

Ability to:

work effectively with coworkers and the public;
perform job duties with minimal supervision;
safely operate light cooking equipment, perform proper cleaning functions, properly and safely prepare food and drinks (*concession assignment*);
operate a cash register and/or point of sale terminal, perform simple mathematical calculations, and perform multiple duties simultaneously;
interact tactfully and courteously with children and adults participating in recreation activities; and
become knowledgeable about recreation, sport, 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 do 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 01/17

PK/kc/co

CS2702.DOCX (Part-time Benefited) PAY GRADE: 30

CS2703.DOCX (Seasonal) PAY GRADE: 30

CS2705.DOCX (Grant-funded) PAY GRADE: 30

CS2717.DOCX (Part-time Non-Benefited) PAY GRADE: 30

EEO-S/M IND-9063

JOB FCTN-PAR SWORN-No

INCREMENTS 70-200