



Jurupa Area Recreation and Park District
Recreation Aide
Job Description

Job Description:

Job Title: Recreation Aide (Part Time)
Department: Recreation
Reports To: Recreation Coordinator/Supervisor
FLSA Status: Non-Exempt
Approved By: Board of Directors
Approved Date: December 13, 2018
Pay Range: \$12.00 - \$14.62 / hour

SUMMARY

Under general direct supervision, assists in conducting recreation activities at designated facilities, programs and functions. This is the entry level class in the Recreation Department. Incumbents in this class perform a variety of recreational program support duties. Incumbents do not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Regular and timely assistance is mandatory. Security of facilities and keys is a necessary element. Scheduled work hours will include weekends, evenings and holidays.

Arranges chairs, tables, and sporting or exercise equipment in designated rooms or other areas for scheduled group activities such as banquets, wedding receptions, parties, group meetings, sporting events or special events.

Performs basic routine maintenance and cleaning at district facilities and as assigned.

Maintains a safe program environment for participants and staff.

Represents District policies and procedures, also performs public relations and customer service for the district.

Lead patrons in activities, follows schedules and registration requirements.

Assists in organizing, officiating and instructing children's activities including sports, contests, games and crafts; teaches fundamentals of play and sportsmanship in recreational activities.

Monitors spectators and participants at sporting events to ensure orderly conduct.

Receives, stores, cares for and maintains all equipment and supplies issued. Informs supervisor when there are hazards or equipment that needs to be replaced.



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Keeps attendance records, receives and receipts money, keeps scores at sporting events and other activities, operates necessary equipment, and monitors activities of children during recreational trips or programs.

Provides necessary information concerning programs and supplies.

Attends applicable trainings and orientations.

Other duties may be assigned

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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.

Knowledge of:

Basic objectives, methods, and techniques of planning recreation activities.

Arts and Crafts.

Indoor and outdoor games for children.

How to provide basic homework help and tutoring for kindergarten – 6th grade.

The operation of basic office equipment.

Basic first aid and safe work practices.

Ability to:

Assist with planning and organization of recreation programs for children.

Appear for work on time, presentable and in clean uniform.

Assist in cleaning and maintaining recreational facilities.

Be a source of accurate information.

Exercise good judgement, courtesy, and tact.

Follow directions from a supervisor.

Accept constructive criticism.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION and/or EXPERIENCE

Must have a minimum of an eighth grade education and must be 16 years of age at the time of application. Must be able to provide a valid work permit, if under the age of 18. Any combination of experience, education, volunteer work or training that would provide the required knowledge, skills and abilities to perform the duties of this position. Prior recreation experience is desirable.



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LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply commonsense 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

A valid California Driver's License or California ID Card. Proof of vehicular insurance. Must possess First Aid/CPR (Infant, Child & Adult) certification at time of hire or within 60 days from date of hire. Must pass background 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 use hands to finger, handle or feel; reach with hands and arms; climb or balance; talk or hear; and taste and smell. The employee frequently is required to stand, walk, and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perceptions 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 regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and risk of electrical shock. The employee is occasionally exposed to high, precarious places, fumes or airborne particles; extreme heat; and vibration. The noise level in the work environment is usually moderate.