

RECREATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This routine unskilled work involves the conducting, supervision or development of some activity or the care of a recreation facility while in use. This class differs from that of a recreation aide by virtue of the fact that the incumbents usually have more experience or are required to take the lead in maintaining the activities or conduct at a recreational facility. Duties are performed under the direct supervision of a director or supervisor of a recreational program or facility. General supervision may be exercised over recreation aides.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Carries out recreational program planned for a facility by the director or supervisor;
- Maintains order and enforces rules and regulations at a recreational facility;
- Assists with the promoting and conducting of various recreation activities such as games, sports, dance, music, storytelling, special events, tournaments, etc.;
- Assists in making up schedules for sporting and special events held;
- Acts as sports official when required;
- May operate a public address system and movie projector;
- May supervise operations and maintenance of a recreational facility in the absence of the director or supervisor;
- May open and close facilities when assigned to assist a director or supervisor;
- Helps oversee seasonal program staff;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge and/or familiarity with several types of sports, games and related recreational equipment;
- Ability to devise leisure time activities for recreational program participants;
- Ability to read and write;
- Ability to supervise and enforce simple rules and regulations;
- Ability to perform light manual tasks;
- Ability to get along well with others;
- Ability to communicate effectively;
- Ability to lift a minimum of fifty (50) pounds;
- Dependability;
- Courtesy and tact;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Six months full-time paid experience in the conduct of recreation activities or its part-time or volunteer equivalent.