



## RECREATION AIDE I

**DEFINITION AND PURPOSE:** Under the general direction of the Sports Coordinator, the Recreation Aide performs tasks and duties including activity coordination and organization.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Assisting the Sports Coordinator with adult and youth sports and activities
- Move and set up equipment
- Assist in the conducting of special recreation activities
- Assist in the organization of games and recreational activities
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Responsible to report all accident and injuries to program coordinator as well as complete and submit appropriate accident reports
- Responds quickly to all safety related issues

### NON-ESSENTIAL JOB FUNCTIONS:

- Computer/data entry
- Answering phones, forwarding messages, returning calls
- Assist with program registration
- Other duties as assigned

### KNOWLEDGE, SKILLS, AND ABILITIES

Organizational and teaching skills; ability to multi-task; work independently and as part of a team; communicate effectively both orally and in writing; public speaking skills; meet the public in situations requiring diplomacy and tact; analyze and resolve unusual situations through application of District policy; establish and maintain cooperative working relationships with District employees, volunteers and the general public, including children. Must possess a mature, responsible attitude, be dependable, and model good sportsmanship.

### EDUCATION REQUIREMENTS AND QUALIFYING SKILLS

Successful coursework towards completion of High School diploma or High School diploma.

Some experience as a leader or participant in varied recreation, athletic or related activities is desirable.

### LICENSES AND CERTIFICATES

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

American Red Cross First Aid and CPR certification desirable.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

### WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The need to climb stairs and lift, carry and push equipment and



supplies weighing up to 50 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled building environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend and holiday shifts.

**COMPENSATION:** Part-time, seasonal non-union position.

Wage rate range

\$15.50 - \$19.90

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**