



RECREATION AIDE II

DEFINITION AND PURPOSE: Under the general direction of the Recreation Services Manager, the Recreation Aide II performs tasks and duties including activity coordination and organization, administrative, clerical, phone communications and customer service and may work in one or more specific programs.

ESSENTIAL JOB FUNCTIONS:

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

- Assisting the coordinator with adult and youth sports and activities
- Moving and setting up equipment
- Assisting in the conducting of special recreation activities
- Assisting 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
- Responds quickly to all safety related issues
- Responsible to report all accident and injuries to the coordinator as well as complete and submit appropriate accident reports
- Answering phones, forwarding messages, returning calls
- Assisting with program registration
- Computer data entry

NON-ESSENTIAL JOB FUNCTIONS:

- Customer Service including office visitors, telephone communication and letters
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to work well with children, get along with others, and follow directions. Must possess a mature, responsible attitude, be dependable, have a neat appearance, and model good sportsmanship. Some experience as a leader or participant in varied recreation, athletic or related activities is desirable. Must enjoy working in an interactive environment, be willing to work odd hours, including nights and weekends and understand the importance of customer service.

EDUCATION REQUIREMENTS AND QUALIFYING SKILLS

High School diploma or equivalent.

One year 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

\$15.75 - \$20.00

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