



RECREATION AIDE III

DEFINITION AND PURPOSE: Under the general direction of the Recreation Services Manager, the Recreation Aide III performs tasks and duties in support of recreation programs and operations. The Recreation Aide III works directly with both internal and external customers.

ESSENTIAL JOB FUNCTIONS:

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

- Assisting the Recreation Services Manager and Sports Coordinator with adult and youth sports and activities
- Assisting with special events
- Moving, setting up/cleaning up equipment and equipment inventory
- Assisting with program registration
- 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 accidents and injuries to the appropriate individual(s) as well as complete and submit appropriate accident reports
- Customer Service including office visitors, telephone communication and letters
- Program and event promotion, including flyer design, and distribution
- Assists in managing and utilizing computer software programs RecTrac and WebTrac by providing accurate data entry
- Office administration tasks including, filing, emailing, creation of labels, mailings, and general office support
- Instructor payments for independent contractors teaching classes

NON-ESSENTIAL JOB FUNCTIONS:

- Assisting in the conducting of special recreation activities and events
- Assisting in the organization of games, recreational activities, and events
- Assist other ARD Departments with tasks or project
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to multi-task, work independently and as part of a team; make reports and keep accurate records; ability to work well with people, get along with others, and follow directions. Analyze and resolve unusual situations through application of District policy; ability to perform data entry; familiarity with Microsoft Windows, Excel, and Publisher applications; establish and maintain cooperative working relationships with District employees, volunteers and the general public.

EDUCATION REQUIREMENTS AND QUALIFYING SKILLS

High School diploma or equivalent; some college course work is desirable.

Minimum one year experience as an administrative or office assistant.

LICENSES AND CERTIFICATES

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. This position requires you to carry out your duties on-site.

COMPENSATION: Seasonal/Part-time non-union position.

Wage rate range

\$20.52 - \$25.71

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