

City of Imperial Beach
POSITION DESCRIPTION

Class Title: Recreation Program Aide
Department: City Manager
Division: Recreation Services

GENERAL PURPOSE

Under general supervision, to assist in developing and conducting recreational program activities on an as needed basis. Positions in this class may assist in developing and conducting recreational program activities at an assigned playground, park, or recreational area; may coordinate special activities or events; may assist with activities at the skate park facility; and do related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Program Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May develop and coordinate recreational programs, activities, and events for variety of ages at different facilities, as assigned. Conduct and participate in group recreation activities. Chaperon or assist chaperon at dances at parties and on field trips and outings. Develop flyers for group recreation activities. Prepare facilities for group recreation activities. Issue and collect recreation equipment and supplies. Direct the program use and care of assigned facilities and equipment. Maintain records and the preparation of activity reports on assigned activities. Prepare ball fields for game play. Develop interest, enthusiasm and good sportsmanship with participants. May referee or umpire organized games and sport activities.

KNOWLEDGE AND ABILITIES

Education and Experience:

Any combination equivalent to experience and education that could, likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be six months (paid or volunteer) experience as a group activity worker or instructor. Skating and/or skateboarding abilities are desirable for assignment at the City skate park facility.

Knowledge of:

Principles and practices of public recreation; instructional techniques and methods for recreation activities; Public information and public relations; Basic mathematical skills, record keeping and reporting procedures also desirable.

Ability to:

Understand and carry out oral and written instruction. Meet and deal effectively with the public. Learn and perform assigned tasks. Instruct and lead group recreation activities.

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Licenses Required:

Applicants must be eighteen years of age and possess a valid California Driver's License at time of appointment. A standard first aid certificate or equivalent and a valid Cardiopulmonary Resuscitation (CPR) Card is required within the first six months of employment.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing; spreadsheet and data base software; 10-key calculator; phone; copy machine; fax machine. May also occasionally use common hand tools and wrenches.

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 frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach hands and arms. Occasionally physical work may also be required. There are periods of general activity which require alertness followed by high activity levels. Requires contact with public under stressful conditions. Requires occasional lifting or dragging of objects weighing over 50 lbs. Combined with twisting, bending or working on uneven surfaces. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment may be loud.