

CITY OF COVINGTON JOB DESCRIPTION

<u>Job Title:</u>	Recreation Aide (Regular, Part-Time)
<u>Department:</u>	Parks & Recreation Department
<u>Reports To:</u>	Recreation Manager
<u>Overtime Classification:</u>	Non-Exempt
<u>Date:</u>	May 2014

Definition:

Assist with a variety of responsibilities to support the city's athletic and/or recreation activities and city-sponsored events, as required.

Supervision:

Work under the guidance and supervision of the Recreation Manager.

Essential Job Functions:

This position covers a broad range of tasks that may include any or all of the below-listed representative job duties:

- Assist with the set up and breakdown of facilities and/or equipment and storage of equipment. Prepare athletic fields for use.
- Coordinate program activities. Provide direction and assistance to participants, instructing them on the rules and guidelines of proper participation in games and various recreational activities..
- Ensure proper behavior on the part of program participants; respond quickly to potentially hazardous situations and accidents.
- Provide support to instructors, as directed.
- Officiate athletic activities or events, as directed. Monitor facility use and program activities.
- Help plan, publicize and implement special events.
- Gather data; complete routine reports.
- Maintain inventory of supplies and equipment; clean facility property and conduct maintenance requirements. Keep supervisor informed of material and supplies and related issues in sufficient advance time to correct issues or acquire additional supplies.
- Assist in the preparation of posters, bulletin boards, and other means of advertisement.
- Maintain records, process forms, collect fees and perform other administrative support tasks.
- Attend appropriate staff meetings, training sessions and workshops, as directed.

Secondary Job Functions:

- Respond to public inquiries in a courteous manner, providing information within the scope of knowledge or refer to appropriate staff.
- Other duties of a similar scope or nature, as directed.

Qualifications:

Knowledge of:

- Rules, practices, techniques and equipment used in a wide range of recreation activities.
- Basic methods and techniques of scheduling.
- Principles and procedures of record keeping.
- Modern office procedures, methods and equipment, including computers and applicable computer software applications.
- Effective customer service techniques and principles, including skill in working with diverse populations.

Ability to:

- Learn the basic operations, services and activities of the city's comprehensive recreation program.
- Learn a wide variety of recreation facilities, including daily operations and equipment.
- Assist in the planning and implementation of a wide range of city recreation programs, classes, events and activities for all ages and ability levels.
- Provide administrative support for recreation programs, including record keeping and report preparation.
- Work weekends or other irregular hours, as necessary.
- Learn to lead program participants in recreational activities in assigned areas.
- Learn to assist in promoting recreation activities in the community.
- Assist in operating and maintaining recreation facilities.
- Communicate effectively, both orally and in writing. Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees, agencies and the public.
- Schedule parks and facility usage.
- Set up and take down equipment for recreation programs and special events.
- Learn methods and techniques of planning, organizing and supervising recreation programs.
- Maintain accurate records and files.
- Operate office equipment, including computers and supporting word processing and spreadsheet applications.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Communicate clearly and concisely, both verbally and in writing.

Education and Experience:

Minimum Criteria:

Skills, knowledge and abilities to successfully perform all the functions of the position. Possession of or the ability to obtain First Aid/CPR Certification and blood borne pathogens training.

Preferred Criteria: *(In addition to Minimum Criteria)*

One year of experience working in sports or recreation programs.

Special Requirements:

- Possession of a valid Washington State driver's license and a driving record that is considered satisfactory in accordance with city standards.
- American Red Cross CPR, First Aid and Bloodborne Pathogen Training or the ability to obtain this training within 6 months of starting this position.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing, standing, walking, stooping, kneeling, balancing for prolonged periods. Visual acuity must be such to allow for effective performance of administrative tasks on a computer.
- **Frequent Demands:** Driving, climbing, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a compute; moderate lifting and carrying.