

RECREATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This is entry-level work in the field of recreation and involves the performance of routine tasks under the direct supervision of a Recreation Leader or other higher-level employee. The incumbent coordinates activities for special populations, i.e., senior citizens, children, teens. Supervision of other staff is not normally a responsibility of workers in this class.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Assists in conducting a program at a recreation facility or a senior citizen center;
2. Assists in conducting crafts, dances, tournaments, story-telling sessions, dramatics and special events, etc.;
3. May do grocery shopping and setting up for special events, e.g. senior luncheons;
4. Assists with organizing and chaperoning trips and other group activities;
5. When assigned to a recreation program, assists in instructing children in games, sports, arts and crafts, dancing, singing and other activities;
6. Supervises children's games and maintains order;
7. Keeps records of such things as attendance, activities, expenses, supplies and equipment;
8. Helps make up schedule for sports and special events;
9. Distributes and collects equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to learn quickly;

Ability to get along well with adults and children;

Ability to understand and carry out oral and written instructions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

No minimum qualifications.

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