

Code: 6214

Title: RECREATION AIDE

**SUMMARY:** Assists in overseeing recreational activities.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Assists in overseeing any one of a number of recreation activities, such as sports, dance, twirling, crafts and table games;

Assists in operation of leagues, tournaments, meets, and the daily programmed activities;

Interprets and explains game rules and referees and umpires ball games;

Keeps recreation facility in a clean and orderly condition;

Issues receipts;

Prepares cash reports;

Gives information to the public regarding recreation facilities and programs;

Shows movies;

Maintains projection equipment;

Tells or reads stories to children;

Maintains attendance and other records and prepares reports.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- game rules, crafts and sports;
- first aid;
- arithmetic and simple bookkeeping.

Skill in:

- maintaining discipline;
- working harmoniously with large or small groups;
- making routine and simple computations accurately;
- operating and maintaining projection equipment.

**MINIMUM QUALIFICATIONS:**

Any combination of training and experience which demonstrates the minimum knowledge and skills.

**OTHER REQUIREMENTS:**

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.