

RECREATION ASSISTANT

GENERAL STATEMENT OF DUTIES: The work involves responsibility for the performance of varied routine duties in a recreation or youth program. This is normally a seasonal or part-time position in a child or adult recreation or youth program and involves assisting and guiding participants in a recreation/ youth activity, insuring their safety and performing a variety of duties which provide support to a recreation/ youth facility or program. Often, the incumbent assists a more senior staff member in leading a group activity such as arts and crafts, play time, homework, board games & sports, etc. As the incumbent gains experience he/ she may assume more independent responsibility for a recreation/ youth activity. The primary emphasis for Recreation Assistant is in assisting and guiding participants of a recreational/ youth activity. The work is performed under the general supervision of a higher level employee. May supervise as experience dictates. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is the beginning level for work in the field of recreation and involves the performance of routine tasks under direct supervision.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

- Assists in group activities such as playtime, swimming, kickball, arts and crafts, volleyball, badminton, softball, nature walks, trips to other facilities, etc.
- Assists with the chaperoning of trips and other group activities;
- Assists in officiating at athletic events;
- May lead groups in various activities where no specialized skill or proficiency is required;
- Maintains order and provides guidance to groups;
- Acts as a chaperone on trips and at other group activities;
- Maintains and helps prepare fields, courts and related recreation facilities, by putting up nets, marking courts, cleaning up, and picking up debris.
- Cleans facility (indoor and outdoor), including grounds, beaches and pool areas;
- May check tickets and/or take money at facility entrance;
- Keeps records and makes reports as required;
- Keeps records of attendance, activities, equipment, etc.;
- Makes up schedule for sports and special events;
- Distributes and collects equipment.
- May prepare/arrange for meal/snacks at the Community Centers;
- May train in and provide emergency first aid as necessary.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Ability to gain a working knowledge of first aid procedures and to apply this knowledge; ability to motivate and to keep the interest of children; ability to get along well with others; ability to read and write; proficient in computer use; ability to understand and carry out simple oral and written directions; willingness to work outdoors; willingness to perform manual labor; physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: It shall be the responsibility of the appointing authority to ensure the compliance with all age, training, and physical capability requirements and/or other certifications that may be required by state or local codes including Subparts 6-1 and 6-2 of the New York State Sanitary Code.