

Recreation Aide

FLSA Status: *Non-Exempt*

General Definition of Work

Performs human support work assisting in the maintenance of athletic fields, assisting in the coordination and scheduling of activities, performing general custodial and grounds keeping duties, working in the concession stand, and related work as apparent or assigned. Work is performed under the moderate supervision of the Program Supervisor, Assistant Recreation Director and Recreation Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists in the coordination and scheduling of ball field activities.

Assists in the maintenance of ball fields and park grounds; prepares recreational park grounds, playing fields and picnic shelters for scheduled events; operates tractors, mowers and weed eaters; picks up trash and empties trash cans.

Ensures that lights, scoreboards, doors and gates are secured at closing; locks-up picnic shelters and office.

Maintains and cleans bathrooms and concession area; cleans windows, sweeps, mops and vacuums surrounding areas; refills bathroom supplies.

Relieves concession staff as required; receives and accounts for money; makes accurate change.

Maintains and prepares fields for games as needed.

Maintains playground; picks up trash and ensures safe environment for facility guests; reports unsafe conditions to appropriate personnel.

Knowledge, Skills and Abilities

Some knowledge of the methods and practices of community recreation work; some knowledge of standard office practices, procedures, equipment and secretarial techniques; some knowledge of park maintenance equipment and tools; some knowledge of hazards of the work and the safety precautions required; ability to operate equipment and use hand tools; general knowledge of agency programs and policies; ability to make arithmetical calculations; ability to enforce rules and regulations; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates, program participants and the general public.

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and lifting, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling and occasionally requires climbing or balancing, tasting or smelling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to vibration, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

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Possession of or ability to obtain first aid and CPR certifications within six months of employment.
Valid driver's license in the Commonwealth of Virginia.

Last Revised: 5/18/2010