



RECREATION AIDE

DEPARTMENT: PARKS & RECREATION
GRADE 302

CHARACTERISTICS OF THE CLASS

Under the general supervision of the Recreation Supervisor, performs a variety of tasks assisting in the scheduling and conducting of recreational and athletic activities. The employee is responsible for the registration of new members, the reservation of courts, the operation and maintenance of the pro shop and/or assisting with youth programs. Work is reviewed through observation for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Opens and closes park and recreation facilities as needed; takes reservations; maintains inventory of supplies and equipment.
2. Operates front desk area at facilities; sells accessories; rents equipment; issues new membership cards.
3. Answers inquiries by phone and in person; provides information regarding facilities and services.
4. Ensures facilities are kept neat and clean; ensures equipment is safe and in working condition.
5. Collects monies from guests for various recreational and facility activities; maintains record of monies received.

Note: The examples of essential functions listed in this classification specifications are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are logical assignments to the position.

REQUIREMENTS

A. Training and Experience:

High School Diploma or equivalent.
Prior recreation experience preferred.
Must possess a valid State of Florida class "E" driver license.

B. Knowledge, Abilities and Skills:

- Knowledge of rules, regulations, ordinances, policies, and other requirements regarding public recreation.
- Knowledge of organized games, arts and crafts activities and youth sports.
- Ability to establish and maintain effective working relationships with officials, general public and co-workers.
- Ability to understand and carry out oral and written instructions.
- Skill in leading and/or instructing one or more recreational activities.

C. Physical Requirements: 2

D. Environmental Requirements: 2

E. Sensory Requirements: 6,8

Revised: P&R 1/2024

