

City of Yukon - General Employees Pay Plan

Recreation Aide

Job Description

Exempt: No
Department: Parks and Recreation
Reports To: Facility Supervisor
Location: Recreation Facility or Park area
Date Prepared: May 18, 2012
Date Revised: May 11, 2017

GENERAL DESCRIPTION OF POSITION

This position is responsible for promoting and stimulating good community relations, performing daily operations of the recreation center and activities assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in the opening and/or the closing of recreational facility;
2. Answer phone and record information on the computer. Greet participants and visitors, check in members, check out equipment, make membership cards, and assist with sport leagues and classes. Respond to request/and or complaints from participants, instructors, partnered organizations and businesses. etc;
3. Ability to plan, promote and implement programs with a budget.
4. Perform janitorial duties at the facility as needed on a daily basis. Maintain and restock supplies.
5. Participate in activities with young members, under the age of 16, such as special classes, weight lifting, basketball, homeschool activities, pool, foosball, cards and game playing, crafts, etc;
6. Help with special meeting preparation, set-up of tables and chairs, snack and coffee bar set-up, clean areas, move equipment, etc;
7. Camps and Classes: shop for small food or activity items, inventory equipment, participate with attendees in a variety of activities that may include help with instruction, food preparation, set-up & take down, registration, field trips and other outings;
8. Special Events: Assist with all facets of events – food preparation and serving, registration, judging, record keeping, promotion and clean up. Help setting up tables and chairs, tents, misc. equipment, decorations and general set-up;
9. Assist department supervisor(s)/manager(s) with various activities inside and outside in the park areas. This includes outdoor activities such as, but not limited to, landscaping, weeding and watering flowers and shrubs, etc;
10. Oversee programs, special events and rentals held during and after regular hours.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duties mentioned satisfactorily. Ability to take direction and a willingness to train in a fast paced parks & recreation work environment.

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED. Bachelor's Degree in Park & Recreation or closely related field.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Must have excellent people skills and a sense of humor.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

SOFTWARE SKILLS REQUIRED

Basic: Word Processing/Typing; Microsoft

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

RESPONSIBILITY FOR WORK OF OTHERS

The level of direct supervisory responsibility for the assignment of job duties, training, leadership, guidance, needs of employees, hiring, terminating and/or direction of the effort of others. Scoring will depend upon the number and classification of people normally supervised or directed, and the scope of complexity of the operations involved in the supervisory responsibility. (Job classification which involves no supervision will not be assigned a point

value for this factor.)

No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

ACCOUNTABILITY

FREEDOM TO ACT

Defined. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of non-complex machines and equipment (adding machines, calculators, copy/fax machines, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to talk or hear, taste or smell; and frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl; occasionally required to climb or balance. The employee must occasionally lift and/or move up to 30 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; and depth perception.