



Career Service Authority
Recreation Facility Assistant

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GENERAL STATEMENT OF CLASS DUTIES

Assists in the operation, control and instruction of organized recreation activities and the day-to-day operation of a recreation facility or golf course.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Recreation Aide by its specific age requirement: at least 16 years of age. They assist in the operation, control and instruction of organized recreation activities. Recreation Aide performs clerical and custodial work in the operation and maintenance of a recreation facility or golf course.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Detailed oral and/or written instructions are normally given during the training period. Duties assigned are primarily routinized, repetitive, and restricted in intricacy with little or no discretion in how they are carried out. Work product is subject to continual review.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

May perform leadwork over temporary employees assigned.

ESSENTIAL DUTIES

Assists and monitors the day-to-day operation of recreation centers, golf facilities, and other programs.

Provides direct support to instructors and/or during instructor's absences, independently instructs a variety of age groups in such educational and recreational activities as computers, arts, crafts, cooking, tennis, games, sports, outdoor activities, and special events.

Assists with keeping and announcing the score of sport activities, coaching or officiating organized sports activities and keeping accurate participant records.

Maintains order among participants and spectators and attempts to resolve disputes that arise.

Some positions maintain and clean the golf driving-range by picking up and cleaning driving-range balls.

Some positions use the cash register to collect golf and recreation fees and complete necessary registration paperwork.

Performs leadwork over temporary employees as assigned.

OTHER DUTIES

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge and Skills Requirements:

Knowledge of cleaning agents sufficient to be able to maintain equipment.

Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of the techniques, principles and regulations of recreation, day care, sports and programs.

Knowledge of lead work principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems.

Skill in maintaining and ensuring cleanliness of equipment.

Skill in understanding and following oral, illustrated, written or demonstrated instructions.

Skill in collecting litter and clearing open areas.

Skill in communicating and presenting factual information related to the work of the work assignment.

Skill in filling out forms and completing paperwork related to the work assignment.

Interpersonal Skills- Shows courtesy, tact, develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations.

Customer Service: Works with customers to provide assistance, resolve problems and satisfy expectations.

Oral Communication: Expresses information to individuals or groups effectively. Has contact with public or employees. Makes clear communications with those involved.

Physical Demands:

Sitting: remaining the normal seated position.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Subject to variations in temperatures from hot to cold.

Education Requirement:

High School desirable.

Experience Requirement:

None

Education/Experience Equivalency:

None

Licensure and/or Certification:

Must be at least 16 years of age.

CLASS DETAIL

FLSA CODE: Non-exempt

ESTABLISHED DATE: 9/16/95

REVISED DATE: 2/01/2002

REVISED BY: Jayne Lujan

CLASS HISTORY



Career Service Authority

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Recreation Aide

GENERAL STATEMENT OF CLASS DUTIES

Performs clerical and custodial work in the operation and maintenance of a recreation facility or golf course.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level of the recreation classes. This class is distinguished from Recreation Facility Assistant by its specific age requirement: at least 14 years of age. They perform clerical and custodial work in the operation and maintenance of a recreation facility or golf course.

Guidelines, Difficulty and Decision Making Level:

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Collects entrance fees, makes change and answers the phone as necessary.

Some positions pull carts out and wash golf carts, put carts in the storage area at the end of the day, empty trash and keep the cart storage and golf shop clean.

Some positions maintain and clean the golf driving range by picking up and cleaning driving-range balls.

Checks identification cards and issues receipts for baskets, valuables and clothing.
Some positions clean dressing rooms around swimming pool area, showers and restrooms and replenish supplies as necessary.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, and Skills Requirements:

Knowledge of mathematics sufficient to be able to perform calculations.

Knowledge of cleaning agents sufficient to be able to maintain golf equipment.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Skill in communicating and presenting factual information related to the work assignment.

Skill in maintaining and ensuring cleanliness of equipment.

Skill in understanding and following oral, illustrated, written or demonstrated instructions.

Skill in collecting litter and clearing open areas.

Interpersonal Skills- Shows courtesy, tact, develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations.

Customer Service: Works with customers to provide assistance, resolve problems and satisfy expectations.

Oral Communication: Expresses information to individuals or groups effectively. Has contact with public or employees. Makes clear communications with those involved.

Physical Demands:

Balancing: maintaining body equilibrium to prevent falling over.

Eye/hand/foot coordination: performing work through using two or more.

Feeling: perceiving attributes of objects by means of skin receptors.

Fingering: picking, pinching or otherwise working with fingers.

Hearing: perceiving the nature of objects by the ear.

Pulling: exerting force upon an object so that it is moving to the person.

Pushing: exerting force upon an object so that the object is away.

Reaching: extending the hand (s) and arm (s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Standing: remaining on one's feet in an upright position.
Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Walking: moving about on foot on uneven surfaces.

Working Environment:

Extreme cold: temperature cold enough to cause marked bodily discomfort.
Extreme heat: temperature hot enough to cause marked bodily discomfort.
Humid: conditions with high moisture content to cause bodily reactions.
Noise: sufficient noise to cause distraction or possible hearing loss.
Subject to many interruptions.
Subject to varying and unpredictable situations.

Education Requirement:

None

Experience Requirement:

None

Licensure and/or Certification:

Must be at least 14 years of age.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 9/16/95

REVISED DATE: 02/01/2002

REVISED BY: Jayne Lujan

CLASS HISTORY



Career Service Authority Recreation Instructor

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GENERAL STATEMENT OF CLASS DUTIES

Instructs, teaches, tutors, counsels and assists in the operation and control of organized recreational activities.

DISTINGUISHING CHARACTERISTICS

This position performs a variety of functions that are clearly specified under a close level of supervision. This class is distinguished from Recreation Facility Assistant who performs functions that are repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Guidelines, Difficulty and Decision Making Level:

Duties assigned are primarily routine, repetitive and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

May perform leadwork over temporary employees.

ESSENTIAL DUTIES

Instructs and teaches classes provided by the center and/or programs for athletics, fitness, cultural/social events, outdoor activities, special events and/or arts and crafts. Tutors or counsels youth in school-based programs or outreach programs.

Prepares activity plans, pre-post plans and informational materials regarding the activities of the center or program.

Resolves problems and conflicts between participants and answers questions.

Documents and notifies supervisor of needed supplies for various activities.

Maintains a clean and safe orderly work area.

Some positions assist in performing record keeping, announcing scores for sports activities and officiating sports activities; keeps accurate participant records.

Some positions complete lesson plans, discipline/incidence report forms, time sheets, registration cards and collect fees, where applicable.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges, and Skills Requirements:

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment.

Knowledge of basic fundamentals and techniques of athletics, fitness, cultural/social activities and/or arts and crafts sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of specific sports sufficient to be able to regulate play and enforce rules.

Knowledge of inventory techniques sufficient to be able to maintain an adequate level of supplies.

Knowledge of mathematics sufficient to be able to perform a variety of calculations.

Knowledge of the techniques, principles and regulations of recreation, day care and sports programs.

Knowledge of record keeping.

Knowledge of lead work principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems.

Skill in establishing and maintaining effective working relationships with other employees and the public.

Skill in writing clearly, expressing ideas and facts and utilizing proper grammatical form.

Skill in filling out forms and completing paperwork related to the work assignment.

Interpersonal Skills- Shows courtesy, tact; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations.

Customer Service- Works with customers to provide assistance, resolve problems and satisfy expectations.

Oral Communication- Expresses information to individuals or groups effectively. Has contact with public or employees. Makes clear communications with those involved.

Conflict Management- Manages and resolves conflicts, confrontations and disagreements in a positive and constructive manner to minimize negative personal impact.

Written Communication- Expresses facts and ideas in writing in a succinct and organized manner.

Physical Demands:

Crawling: Moving about on hands/knees or hands/feet

Reaching: Extending the hand(s) and arm(s) in any direction

Standing: Remaining on one's feet in an upright position

Walking: Moving about on foot on uneven surfaces

Fingering: Picking, pinching, or otherwise working with fingers.

Talking: Expressing or exchanging ideas by means of spoken words.

Eye/hand/foot coordination: Performing work through using two or more.

Working Environment:

Subject to many interruptions and to varying and unpredictable situations in an indoor/outdoor setting.

Education Requirement:

Graduation from high school or possession of a GED Certificate plus six semester hours of college course work in a recreation field, information technology, elementary or secondary education, behavior management (psychology, sociology), or a related field.

Experience Requirement:

One year of experience as an instructor, teacher, tutor, or counselor or coach in organized recreation or a related field of the type and at the level of a Recreation Facility Assistant in the Career Service system.

Education/Experience Equivalency:

Additional appropriate education (thirty semester hours in a related field) may be substituted for the minimum experience requirement.

Licensure and/or Certification:



CLASS DETAIL

FLSA CODE: Non Exempt

ESTABLISHED DATE: 9/16/95

REVISED DATE: 11/01/01

REVISED BY: Jayne Lujan

CLASS HISTORY